

Archive User Guide

2019

Version 9.x

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Introduction

This document is intended for the MxVault end-user and shows you how to use MxVault to search for live and archived email.

MxVault is an email archive, storing in real time all the email in/out and around the organisation in a secure and tamper evident way. This guide aims to show you how to search/retrieve and restore emails from MxVault and to provide hints and tips on how to get the most out of the solution.

Using MxVault

MxVault allows you to review any email that you have ever received or sent since it started archiving via various search techniques including:

- Search for emails by sender/receivers/group email addresses
- Selectively search for email with or without their attachments
- Specify words to include or exclude from the search
- Specify words for searching for an exact match or words that sound similar. •

You can specify search criteria for one or several words. MxVault will rank email and documents higher than others, according to their relevance.

Finding Help

You can access help at any time by clicking the help ntity Help Settings | Sign out link. A pop up window will appear giving guidance to the page you are on.

Logging In

To access MxVault, open a browser window and type in the address that you have been given by the Administrator. i.e. https://www.mxvault3.dotnetwork.co.za/vault/. Or you may have a shortcut in your email client which links to the MxVault User interface.

MxVault automatically logs you in. If not, then you are prompted to log in with your network login name and password:

Types of user

Basic	
Basic LDAP	This User guide is relevant to all these users.
Privileged	
Administrator	Administrator Guide
Data Guardian	Auministrator Guide

Main Page – MxVault User Interface

Version 9.x within Outlook

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New New Email Items - New Delete	L ← L → L ← meeting ⊡ Tea	b Examples	e ite New		Rules OneNote	Unread/ Categorize Follow Read Tags	P Browse Groups	Search People	Store	^
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Inbox 14762 Sent Items	server™							Switch to Classic S	aarch Interface	2 Log out
Offline Cryoserver	Search									
⊿ robin@cryoserver.com									1	
James	Search email archive									
Version 9	Contains the words: @					-				
CryoCloud Search	word of the day		All Words	-	Search Options	\$				
▷ Inbox 14762	Nord of the day		, ar troido		Subject or b	ody contains the words.				
Drafts [63]	Find result that have an email attachr	nent.			Search insid	e attachments.				
Sent Items	Email Address: 🔞				Help - Contain					
Deleted Items 261 Archive	Separate senders with commas		From	-		rds that you are looking to find in y if the words should be found in the				
AVG Virus Vault					content of any	of the attachments. If you enter m	ultiple words, then choos	e one of the Any		
Deepfreeze	Separate recipients with commas		То	*		Is/Phrase options. A * as the last o , while ~ at the end will try to matc				
Infected Items [1]	Within the date range: 🙆									
Junk Email [3402]	Today 17 Aug 2017 - 17 Aug 20	17								
⊳ old										
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Offline Cryoserver										
Search Folders										
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Cryoserver V9.0									о ву Cryos	server™
Reminders: 46								EE		+ 100%

New Modern Interface within Outlook

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Inbox 14762 Sent Items	Cryoserv	er™						Robin Bingeman robin@cr to New User Interface Sw		
Offline Cryoserver	Search 👻 🛛 A	Advanced Search	Transcript Searc	h 🔻 Search	History 🔻	Folder Replic	ca View Case Folde	ers 👻 Exports		
⊿ robin@cryoserver.com	Query	Results	View Message Sea	rch Statistics						
James	Date Period:	One Year 💌								
Version 9	Start Date & Time:	17 Aug 2016 👸 00:00								
CryoCloud Search	End Date & Time:	17 Aug 2017 🛅 23:59								
D Inbox 14762	Keywords: Parties:	"word of the day"								
Drafts [63]	From:									
Sent Items	To:				1	+	Only this recipient			
Deleted Items 261	Attachment Names: Attachment Keywords:									
Archive	Actaciment Reprotosi	Search Clear								
AVG Virus Vault										
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Infected Items [1]	Viewing all 47 re	sults (2.12 seconds)				~	ctions: 100 🗸 1/1 ,	None		
Junk Email [3402]	No. Direction F	From / To / Subject						Size	Sent ▲	Ø
≥ old	1 A F	rom: "WhatIs.com"		To: "robin@cryos	erver.com"			23.92 K		
Outbox		Subject: Word of the Day: single	sign-on (SSO).							
RSS Feeds		rom: "WhatIs.com" Jubject: Word of the Day: human	n resources analytics (talent a	To: "robin@cryos nalytics)	erver.com"			22 KI	3 09-Jun-2017 20	01
Offline Cryoserver	3 🔬 F	rom: "WhatIs.com"		To: "robin@cryos	erver.com"			23.33 K	3 12-Jun-2017 21	:31
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v search rolders		rom: "WhatIs.com" Subject: Word of the Day: Wave	Analytics	To: "robin@cryos	erver.com'			22.63 KE	3 13-Jun-2017 20	1:01
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Markan Stress Stres	/ A 6	nome "Whatte com"		Ta: "mbia@cour		havin (Dal	in West	22.0.K		
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Standard Classic Search

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New New New New Email Items - New Delete	Archive Reply Reply Fo	prward More - spond	il ✓ Done 🔹	Move Rules OneNote Unread/ G Move Rules ConeNote Read	Categorize Follow - Up + Tags Groups	s Search People Address Book Filter Email - Find Add-ins A
▲ Favorites 《					Welcome Robin Bingeman robin	@cryoserver.com Basic (Cryoserver) User
Inbox 14762 Sent Items	Cryoserver™					Switch Identity Help Settings Sign out
Offline Cryoserver	Search 👻 Adva	nced Search Transcript	Search - Search History	 Folder Replica View 	Case Folders - Expor	ts E
▲ robin@cryoserver.com	Query	Results View Message	Search Statistics			
James	Date Period:	One Year 💌				
Version 9	Start Date & Time:	17 Aug 2016 💼 00:00				
CryoCloud Search	End Date & Time:	17 Aug 2017 📅 23:59				
▷ Inbox 14762	Apply Start & End Time To: Search Date type:	First and last day of the date range Sent Date	×			
Drafts [63]	search bate type.				_	
Sent Items		Include	Exclude		_	
Deleted Items 261	Parties:					
Archive	From: To:				Only this recipient	
AVG Virus Vault	Recipient Count:		Any			
Deepfreeze					_	
	Apply keywords to: Keywords:	Messages Subject Attachments word of the day	Headers			
Infected Items [1]	Additional Keyword Search:	None AND OR				
Junk Email [3402]		• • •				
▷ old	Attachment Names:					
Outbox	Attachment MIME Type: Attachment Count:		Any			
RSS Feeds	Message Size:		Any			
Offline Cryoserver	-				_	
Search Folders	Combine with Saved Search:	select Only where both searcher	match O Exclude any from Saved search			
▷ Groups				Search Clear		
■ 23 ····				Search		
	/ersion 9.0.0-beta.6 (Running as	s a Trial)	robin@cryoserver.com	as rbingeman_basic / Robin Work		powered by 📲 Crysserver' 🗢
Reminders: 46] III

Advanced Classic Search

			Cryoserver - Outlook			
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Favorites <		Search term: From - whatis		🔀 📧 🏔 🙊 whatis		
Inbox 14762	Cryoserver™	Start: 17 Feb 2017 End: 17 Aug 2017 47 results found (0.43 seconds)		17 Mar 2015		17 Aug 2017
ent Items	Doc From	То	Subject		Size	Sent 🗍
Offline Cryoserver	· 🔬 "Whatis.com"	"robin@cryoserver.com"	Word of the Day: unicom		22.8 KB	20:48, 15 Aug 2017
	Whatis.com*	"robin@cryoserver.com"	Word of the Day: superposition		23.9 KB	21:31, 14 Aug 2017
obin@cryoserver.com	Whatis.com"	Robin Bingeman	Word of the Day: CompTIA (Computing Technology Indust	ry Association)	28.1 KB 23.7 KB	22:17, 11 Aug 2017
ames	×	"robin@cryoserver.com"	Word of the Day: engine Word of the Day: manaped service provider (MSP)		23.7 KB 23.4 KB	22:01, 10 Aug 2017 21:16, 09 Aug 2017
ersion 9	WhatIs.com"	"robin@cryoserver.com"	Word of the Day, managed service provide (work)		22.6 KB	22:01. 08 Aug 2017
ryoCloud Search	Whatis.com"	"robin@cryoserver.com"	Word of the Day: Schrodinger's cat		24.9 KB	20:01, 07 Aug 2017
box 14762	Whatis.com	"robin@cryoserver.com"	Whatis > Word of the day		22.2 KB	20:16, 04 Aug 2017
	"Whatis.com"	"robin@cryoserver.com"	Word of the Day: system administrator (sysadmin)		24.2 KB	20:01, 03 Aug 2017
rafts [63]	"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: dynamic link library (DLL)		22.4 KB	20:01, 02 Aug 2017
ent Items	Whatis.com"	"robin@cryoserver.com"	Word of the Day: omdiet		28.2 KB	20:01, 01 Aug 2017
Deleted Items 261	"Whatis.com"	"robin@cryoserver.com"	Word of the Day: precision agriculture		23.1 KB	20:01, 31 Jul 2017
Archive	Whatis.com*	"robin@cryoserver.com"	Word of the Day: visual analytics		22.3 KB	21:16, 28 Jul 2017
WG Virus Vault	"Whatis.com"	"robin@cryoserver.com"	Word of the Day: chief data officer (CDO)		22.8 KB	20:31, 27 Jul 2017
Deepfreeze	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: Node.js		22.2 KB	20:01, 26 Jul 2017
nfected Items [1]	WhatIs.com*	"robin@cryoserver.com"	Word of the Day: algorithmic transparency		23.2 KB	22:32, 25 Jul 2017
					Actions:	u 🖷 🔊 🖕 ا
unk Email [3402]	Word of the Day: un	icorn				
old	"WhatIs.com"					Sent: Tue 15/08/20
Dutbox	To: "robin@cryoserver.com"					
RSS Feeds						
Offline Cryoserver	Word of the Day		> WhatIs.com			
Search Folders	Daily updates on the latest techno	ology terms August 15, 2017				
Groups	unicorn					
a 📰 🔉 ••••	A unicorn, in an invest	ment context, is a tech startup tha	t is assessed at a			
al number of search results: 47						EE+

Search with Preview Pane View

Version 9.x within a web browser.

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	https://rc	bbin-pc:444/cryoserver/search.do		D ∎ - C	🗾 Cryoserver - Search	ı ×					₩ 🔂
Search 🗸		/er™ Advanced Search	Transcript \$	Search 👻 S	Search History 🗸	Folder R	Replica View		Jser Interface Swit	roserver.com Basic (Cryose ch Identity Help Settings Exports	
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ate Period:		One Year 💌									
Start Date & Ti		17 Aug 2016 📅 00:00 17 Aug 2017 📅 23:59									
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2		rom: "WhatIs.com" subject: Word of the Day: human	resources analytics (cryoserver.com"				22 K	(B 09-Jun-2017 20:0	01
3		rom: "WhatIs.com" ubject: Word of the Day: EU Dat	a Protection Directive)cryoserver.com"				23.33 K	(B 12-Jun-2017 21:3	31
4		rom: "WhatIs.com" subject: Word of the Day: Wave /	Analytics	To: "robin@	cryoserver.com"				22.63 K	(B 13-Jun-2017 20:0	01
		Band and B									
5 🖌	🔥 F	rom: "WhatIs.com"		To: "robin@	cryoserver.com"				23.59 K	B 14-Jun-2017 20:0	01

The main page has three tabs:

- Search
- Advanced Search
- Transcript Search (Data Guardian Users only)
- Search History history of all searches
- Folder Replica View if licensed & activated the MxVault application can sync the folder structure replicating the users folder structure (Exchange & Office365)
- Case Folders (Saved Searches) a workplace for saving emails into a workspace
- Exports history of emails being exported from the system

Searching

There are four search interfaces; Simple, Standard, Advanced and Search with Preview Pane. All approaches enable you to generate a list of emails that are ranked according to how closely they match the search criteria:

- Simple a modern style interface
- Standard. The Classic search
- Advanced. Enhanced search criteria
- Search with Preview Pane See <u>Simple User Interface</u> of this guide

Simple

Search email archive			
Contains the words: 3			Search Options
	Any Words	~	
☐ Find result that have an email attachment.			Subject or body contains the words.
Email Address: 3			Help
Separate senders with commas	From	•	Standard search lets you retrieve emails where you know either the sender or receiver details, or the approximate date of the email. The standard method allows you to search the full text of messages and attachments but with more limited scope for refining the search
Separate recipients with commas	То	-	than the advanced method.
Nithin the date range: 📀			
Today 17 Aug 2017 - 17 Aug 2017		i	

When you log in to MxVault, there is a single Search tab. Standard searches are used to retrieve email where you know any of these details:

- Any words in the subject or body
- Any words inside the attachments
- Emails where there must have an attachment checkbox
- Who the email was from From, From or To
- Who the email was addressed To, To or From
- Approximate start and end dates when it was sent or received
- Search all correspondence to and from an address.

All the search interfaces have been designed to fully work within the mail client, such as Outlook.

· · · · · · · · · · · · · · · · · · ·			Cryoserver - Search	- Outlook						
File Home Send / Receive F		ET Adobe PDF 🖓 Tell (
Email Items -	hive Reply Reply Forward The More -	Team Email V De	eate New - Move Ru		Unread/ Categorize Follow Read		Search People	Store		
New Delete	Respond	Quick Steps	rs N	ove	Tags	Groups	Find	Add-ins		^
Favorites Inbox 14508 Sent Items Offline Cryoserver	₩₩₩ Cryoserver™								eman robin@cryoserver.com Switch to Classic Search Interfs	
▲ robin@cryoserver.com	Search									
James										
Version 9 Whatis.com CryoCloud Search	Search email archive				Search Options					
Folder A			Any Words		courter opnens					
Folder B					Subject or body	contains the words				
Stub Examples	Find result that have a	n email attachment.			Search inside a	attachments.				
Drafts [64]	-									
Sent Items	Email Address: 0				Help Standard coarch	ets you retrieve ema	le whore you know	oither the se	odar or racoivar	
Deleted Items 254 Archive	Separate senders with	n commas	From	*	details, or the app		email. The standar	rd method all	ows you to search the	
AVG Virus Vault	Separate recipients w	ith commas	То		than the advanced		but with more in the	64 360p0 101	coming the search	
Deepfreeze Infected Items [1]	Within the date range:									
Junk Email [3422]	Today 22 Aug 201	7 - 22 Aug 2017		***						
Outbox RSS Feeds Offline Cryoserver	SEARCH			Reset						
D Search Folders										
▷ Groups										
👅 🎟 🎎 🗹 ···	Cryoserver V9.0								POWERED BY CTV	oserver"
Done								E	1 HH	-+ 100%

As an example to search for emails to or from where the Display Name is *whatis.com*. Please note: If it were to be a domain name only then you will need to do *@hotmail.** This is a domain only search which includes .com / .de / .uk etc... all level country domains are included. Where as @hotmail.com will be specifically .com and not .co.uk or any other combination.

140			Cryoserver - Search -	Outlook					0 - 0 ×
File Home Send / Receive Folder	View Add-ins Help ESET	Adobe PDF 🛛 🖓 Tell me what y							
New New Email Items -	→ C+ → C+ C+ → C+ meeting	I Stub Examples G To Manager ☐ Team Email ✓ Done G Reply & Delete I Create New			Inread/ Categorize Follow	P Browse Groups	Search People	Store	
New Delete	Respond	Quick Steps	rs Mor	e	Tags	Groups	Find	Add-ins	^
Favorites Inbox 14508 Sent Items Offline Cryoserver									eman robin@cryoserver.com Basic User Switch to Classic Search Interface Log out
	Search								
✓ robin@cryoserver.com									
James									
Version 9 Whatis.com	Search email archive								
CryoCloud Search									
 Inbox 14508 	Contains the words: @				Search Options				
Folder A			Any Words		cource options				
Folder B					Subject or body	contains the words.			
Stub Examples	Find result that have an	email attachment.			Search inside at				
Drafts [64]									
Sent Items	Email Address: 🔞				Help - Email Addre				N 127
Deleted Items 254	whatis.com		From or To		Enter any of "displa @hotmail *) Use th				ing with an @ (e.g. ders, separate each
Archive					name with a comm		o into mon norri o	range of een	iona, aoparata addiri
AVG Virus Vault	Separate recipients with	n commas	То						
Deepfreeze Infected Items [1]	Within the date range:								
Junk Email [3422]	Today 22 Aug 2017	- 22 Aug 2017		m					
blo 4	3	, i							
Outbox RSS Feeds Offline Cryoserver	SEARCH			Reset					
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b Groups									
Cryos	erver V9.0								POWERED BY Cryoserver"
Done								1	1 H + 100

Select Date Range:

							erver		- Outl													
File Home Send / Receive Folder		Help ESET Adob				ou want																
Vew New- New New- New Delete Archive	Reply Reply Forward All Respond	Meeting Stub E	mail	✓ Do ∮ Cre	Manager ne ate New		M	ove Ru	iles On	eNote	Unre	ad	itegoria Tags	te Fol	low	P Browse Groups	Search People Address Book	c difference of the second sec				
Favorites 4					1.04	-72		2.2		1	Ус.	X	1				-			robin@cryos		a strandar of a
Inbox 14508	Cryoserv	TW																				
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robin@cryoserver.com	_	77													- (×						_
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Version 9	Search e	Today	IIII 2	z Aug	2017				100	22 MU	g 201	1.										
Whatis.com	ocaronic	One Week	<		Aug	2017		>	<		Se	ep 20	17		>							
CryoCloud Search	Contains th		Su	Мо	Tu W	to Th	5.	Sa	e	Мо		10/0	Th	E.	C							
nbox 14508		Two Weeks					FI															
Folder A		One Month	30	31	1 3	2 3	4	5	27	28	29	30	31	1	2							
Folder B	Find res		6	7	8 9	10	11	12	з	4	5	6	7	8	9	tains the words.						
Stub Examples	E Find les	Six Months	13	14	15 1	6 17	10	10	10	44	12	12	14	15	16	iments.						
Drafts [64]	Email Addr	One Year			-											range						
Sent Items	whatis.c		20	21	22 2	3 24	25	26	17	18	19	20	21	22	23	that you think sho				trying to loc	ate.	
Deleted Items 254	whatis.c	Two Years	27	28	29 3	0 31	1	2	24	25	26	27	28	29	30	results much fast	er with a smaller	date rang	je.			
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Deepfreeze Infected Items [1]	Within the c	Any Date																				
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Junk Email [3422] old	Today	22 Aug 2017 - 22 Aug	2017							***												
Outbox																						
RSS Feeds	SEAF	ксн							R	eset												
Offline Cryoserver																						
Search Folders																						
Groups																						
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The data range allows for Quick Dates (shown within the Red highlighted Box) or Calendar Picker. The calendar picker requires you to select Custom Range. Then you are freely able to select a Start Date (left calendar) and end date (right calendar).

(ii)						Cryos	erver -	Search	- Outl	ook							83	- o
File Home Send / Receive Fold	der View Add-ins	Help ESET Adob																
ew New nail Items - New Delete	e Reply Reply Forward All Respond	cole we buy	imail	✓ Dor ¥ Cres	Manager ne ate New		M	ove Ru	lles On	Note	Unre Rei		ategori Tags	ize Fo U	llow	T Filter Email -	Store dd-ins	
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nbox 14508	Contains th	Two Weeks	Su	Mo	Tu W	le Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
Folder A		One Month	30	31	1 2	2 3	4	5	27	28	29	30	31	1	2			
Folder B		One Month	6	7	8 9	10	11	12	3	4	5	6	7	8	9	tains the words.		
Stub Examples	Find res	Six Months	201													iments.		
Drafts [64]	Email Addr	One Year	13	14	15 1	6 17	18	19	10	11	12	13	14	15	16	range		
ent Items	1 Christenson		20	21	22 2	3 24	25	26	17	18	19	20	21	22	23	that you think should contain the ema	ils that you are trying to I	ocate.
Deleted Items 254	whatis.c	Two Years	27	28	29 3	0 31	1	2	24	25	26	27	28	29	30	results much faster with a smaller dat	e range.	
Archive	2 Concerned	Custom Range	3	4	5 6	7	8	9	- 1	2	3	4	5	C.	7			
AVG Virus Vault	Separati	A		-	0 0	2 1	0	9		2	3	~		0	1			
Deepfreeze	Within the d	Any Date																
nfected Items [1] unk Email [3422]	0						_		1		1					4		
unk Email [3422]	Today	22 Aug 2017 - 22 Aug	2017															
Dutbox																		
RSS Feeds	SEA	RCH							R	leset								
Offline Cryoserver																		
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If the search criteria needs to be refined / edited the Edit Search button can be used. This will reveal the search panel as shown below.

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Cryoserver™			Switch to Classic Search Interface
Search			
Search email archive			×
Contains the words: 2			Search Options
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Find result that have an email attachment.			Subject or body contains the words.
Email Address: 🞱			Help
whatis.com	From or To	*	Standard search lets you retrieve emails where you know either the sender or receiver details, or the approximate date of the email. The standard method allows you to search the
Separate recipients with commas	То	-	full text of messages and attachments but with more limited scope for refining the search than the advanced method.
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When viewing the results page, each of the results are clickable. When clicking on the results the email is shown on top of the results as a layer:

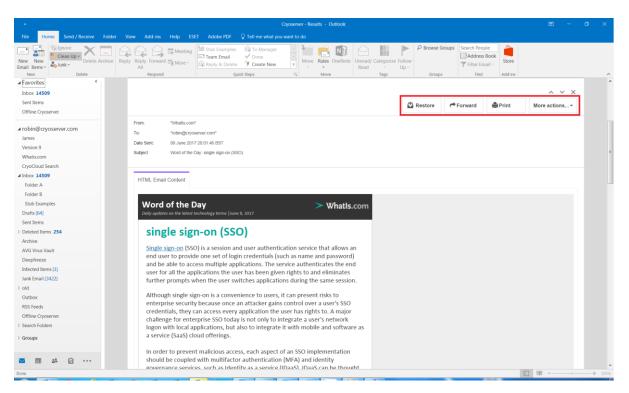
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In the top right hand corner there are different Actions.

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Sent Rems 2: Deleted Items 254 Archive AVG Virus Vault Deepfreeze Infected Items [1] Junk Email [3422] 2: old	single sign-on (SSO) Single sign-on (SSO) is a session and user authentication service that allows an end user to provide one set of login credentials (such as name and password) and be able to access multiple applications. The service authenticates the end user for all the applications the user has been given rights to and eliminates further prompts when the user switches applications during the same session.		
Outbox RSS Feeds Offline Cryoserver I: Groups	Although single sign-on is a convenience to users, it can present risks to enterprise security because once an attacker gains control over a user's SSO credentials, they can access every application the user has rights to. A major challenge for enterprise SSO today is not only to integrate a user's network logon with local applications, but also to integrate it with mobile and software as a service (SaaS) cloud offerings. In order to prevent malicious access, each aspect of an SSO implementation should be coupled with multifactor authentication (MFA) and identity		
Done	erouernance services such as Identitivas a service /IDaaS and the thought	191	-+ 100%

The icons represent move Up one result, Down one result and Close message view.

The interface supports moving up and down the results using the Up/Down Arrow keys on the keyboard.



The next line of Actions are Restore, Forward, Print and More Actions.

Restore – Allows the user to Restore the email back to the logged in user mailbox

Forward – allows the user to Forward emails to their or someone elses mailbox

Print – Printer Friendly version of the email.

More Actions reveals additional Action items, including the ability to Open the email using the local mail application. A quick reply and reply all using a mailto command. The user is able to reply to the message. Please note the reply contains a <u>truncated version of the email</u>, limited to 1024 characters. Export the email to PDF, converts the email into a PDF version. Show & Hide Headers to reveal the metadata behind the email.

To close the message view there are two options. Click outside the message view window i.e. on the grey area or press the x icon in the corner.

Standard Searches

Cryose	rver™				blin@cryoserver.com Basic (Cryoserver) User <u>2</u> Switch Identity Help Settings Sign out
Search 🔫	Advanced Search Transcript Search -	Search History 🗸	Folder Replica View	Case Folders 🗸	Exports
Date Period:	One Year 🔽				
Start Date & Time:	17 Aug 2016 👼 00:00				
End Date & Time:	17 Aug 2017 💼 23:59				
Keywords:					
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From:					
To:		1		Only this recipient	
Attachment Names:					
Attachment Keywords:					
	Search Clear				

When you log in to MxVault, the Search tab is selected by default. Standard searches are used to retrieve email where you know any one or more of these details:

- Date Period Quick date selector (Today, One Week, 1 month, 6 months...)
- Start Date & Time
- End Date & Time
- Any words in the subject or body
- Parties includes Sender & Receivers
- From Who the email was from Sender
- To Who the email was addressed to Receiver
- File names of attachments and/or file type
- Any words in the name or body of the attachments you are looking for
- Search all correspondence to and from an address.

Use as many search criteria as possible to achieve the most accurate results. The more criteria you enter in to the boxes, the closer the results will match what you are looking for.

Note: If you leave a blank field, it is not used for searching.

Search 🕶	Advanced Search	Transcript Search 🕶	Search History 🗸	
Date Period:	One Year 🗸			
Start Date & Time:	17 Aug 2016 💼 00:00			
End Date & Time:	17 Aug 2017 💼 23:59			
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Attachment Names:				
Attachment Keywords:				
	Search Clear			

Usage/Notes **Examples** Quick dates afternoon, today, yesterday... Start Date The date to start searching from: 1. Click the calendar icon (20) 2. Click 15 Aug 2012 📩 00:00 into any of the fields and you can

use the scroll wheel on the mouse or the Up/Down buttons on your keyboard to scroll through the days/months/years/hours/minut es

The next section gives examples of different criteria:

Field

Date

Period

- 3. To select today's date, click on the Date Period Drop down and click Todav.
- 4. To remove the date from the box, click the calendar icon 😇 and then Clear.

MxVault ignores all email sent before the start date. If you do not supply a date, MxVault starts searching from the earliest email. This may prolong searching and return to many results. Administrators may cap results returned to a limit of 1000 results, and the search will be halted. A message such as the following will appear: "Results are not complete. A limit of 1000 results per index is applied by the system administrator."

If this needs to be increased please contact your Administrator, or press the Full Search button when you review the query:

This hour, last hour, this morning, this

Start Date & Time:	17 Aug) 201(×	23	00:00)		
End Date & Time:	Prev		Т	oday			Next
Keywords:		Aug	ust	\checkmark	2016	~	
Parties:	Su	Мо	Tu	We	Th	Fr	Sa
From:		1	2	3	4	5	6
	7	8	9	10	11	12	13
то:	14	15	16	17	18	19	20
Attachment Names:	21	22	23	24	25	26	27
Attachment Keywords:	28	29	30	31			
	Clear						Done

End Date	The last in a range of dates searched	
	Click the calendar icon 😇, then follow	
	the same steps as for the Start Date Field	
	(above).	
	Emails sent after this date are excluded	
	from the search.	
	If you do not supply a date, MxVault	
	searches for all email up to the present	
	moment. This may prolong the search.	
Keywords	Words to search for in the subject and	Review
	body of your emails	
	Additional or words to refine your search , OR	Review, jones
		Review jones
		Review OR jones
	AND terms	Review AND jones
	AND ; &	Review; jones
		Review & jones
	Keywords will be highlighted in the emails brought up in the Search results	Review
	Wildcard searches	Revi*
	Exact expressions	"Jones Review"
	Proximity	"Jones review"~5
	Jones review need to be within 5 words of each other	
	Note: Search terms are not case-sensitive	-
Parties	All email sent to and/or from an email	a.person@cryoserver.com
Parties From	address	or
		a.person
	Sender's name	jbrown
	Alias lists in full	Name and mail domain:
		jbrown@anydomain.com
		Mail domain only:
		@anydomain.com
		info@anydomain.com
	Several senders' names separated by	jbrown, fsmith
	either comma, OR mean "or"	jbrown fsmith
	A minus sign (-) in front of the name is	-jbrown
	used to exclude a sender	<u>j610</u> 0011
	Wildcard, will search for any	jbro*
	combinations of characters after the	,
	entered characters. i.e. jbrown, jbroom,	
	jbroadhurst	
То	Recipient's name	See 'From' examples above
	Alias lists in full	·
	Several senders' names separated by	
	comma, OR mean "or"	
	Controles AND Others was (AND)	ibround famith
	Semi colon; AND, & these mean "AND"	jbrown; fsmith

	A minus sign (-) in front of the	name is			
	used to exclude a sender				
Attachmen t Names	File name of an attachment		Anyfile.doc or anyfile.pdf		
	You don't have to know the file the attachment	e type of	Goods receipt		
	Several attachment file names added to search for more than attachment.		Anyfile1.doc,anyfile2.pdf		
	Or you know the first part		Anfil*		
	Attachments you can search fo	r are all	.doc .xls .pdf .ppt .gif .jpg		
	Office attachments, PDF, txt at	tachments,	*.doc		
	and images		doc Office applications now have additional file extensions and we would recommend using .doc* to include .docx and .doct files as well.		
	From:	robin			
	То:				
	Attachment Names:	userguide.	doc*		

Attachment Keywords	Words to search for in attachments	Computer
	Additional Words to refine your search	Docking station order

Search

Clear

Start Searching	When you hav	e completed the	search		
		Search			
	criteria, Click		. The		
	search starts a	and see a progress	s bar.		
	After the sear	ch has completed	, you		
	will see the re	sults.			
		•	, you		

Results are capped, set by your administrator. In the example below capping is set to 10,000 results per storage node. To override this setting, press Full Search. Please note Full Search may take a little longer to produce all the results. We would recommend reviewing the search criteria to fine tune the results.

Attachment Keywords:						
	Search	Full Search	Clear			
						Actions:

Results are not complete. A limit of 10000 results per index is applied by the system administrator.

The following search criteria will find emails sent from whatis(something):

Keywords:			
Parties:			
From:	whatis		
To:			
Attachment Names:			
Attachment Keywords:			
	Search	Clear	

Results of the search:

Search 🗸	Advanced Search Transcript Search	ch 👻 Search History 👻	Folder Replica View	Case Folders 👻 🛛 Ex	ports
Query	Results View Message Se	arch Statistics			
Date Period:	One Year 🔽				
Start Date & Time:	17 Aug 2016 🔯 00:00				
End Date & Time:	17 Aug 2017 📩 23:59				
Keywords:					
Parties:					
From:	whatis				
To:				ly this recipient	
Attachment Names:					
Attachment Keywords					
Viewing all 47	results (1.23 seconds)		Actions: 100 <	1/1 > 🛃 🖡 None	💌 🛔 🖪 🖻 🖬
No. Direction	From / To / Subject			Size	Sent 🔺 🖉
	From: "WhatIs.com" Subject: Word of the Day: single sign-on (SSO).	To: "robin@cryoserver.com"		23.92 KB	08-Jun-2017 20:01
2	From: "WhatIs.com" Subject: Word of the Day: human resources analytics (talent ar	To: "robin@cryoserver.com" alytics)		22 KB	09-Jun-2017 20:01
з 	From: "WhatIs.com" Subject: Word of the Day: EU Data Protection Directive	To: "robin@cryoserver.com"		23.33 KB	12-Jun-2017 21:31
4	From: "WhatIs.com" Subject: Word of the Day: Wave Analytics	To: "robin@cryoserver.com"		22.63 KB	13-Jun-2017 20:01

Advanced Searches

To the right of the Search tab is the Advanced Search tab. This allows for more complex searches to be conducted. The left hand side boxes are Include terms and the Right hand boxes for exclusion of terms.

	Include	Exclude
Parties:		
From:	whatis	
To:		
Recipient Count:	Any	
Apply keywords to:	🗹 Messages 🗹 Subject 🗌 Attachments 🗌 Headers	
Keywords: 🛛 😽		
Additional Keyword Search:	None OAND OR	
Attachment Names:		
Attachment MIME Type:		
Attachment Count:	Δηγ	

The advanced search is broken into 5 sections:

- 1. Date / Time
- 2. Email Addresses and Number of Recipients
- 3. Keywords Body, Attachments, Header with Spelling Stems. Sound Similar, Proximity
- 4. Attachment Names, Types, Number of Attachments, Size of Email
- 5. Combine a new search with a saved search.

As with the standard searching, the Advanced Search is for more sophisticated searching. By completing relevant sections you can filter your search to achieve more exact results.

Search 🕶	Advar	iced Search	Transcript Searc	ch 👻 🗧	Search History 🗸	Folde	Replica View	Case Folders 🔻
Date Period: Start Date & Time: End Date & Time: Apply Start & End Tim Search Date type:	e To:	17 Aug 2017 💼	00:00 23:59 the date range V]			
		Include			Exclude			
Parties: From: To: Recipient Count:		whatis	Α	àny				Only this recipient
Apply keywords to: Keywords: Additional Keyword Se	≫ earch:	Messages Subj		ers				
Attachment Names: Attachment MIME Type Attachment Count:	e:		A	Any				
Message Size:	Search:	select 🔽	A	Any				-
			where both searches match (Exclude any f	rom Saved search	Search	Clear	

The Keywords boxes can entertain complex searching. The boxes expand on the amount of entries.

Apply keywords to:	Messages Subject Attachments Headers
Keywords:	(keyword1 AND keyword2) OR (keyword3 AND keyword4) OR (keyword5 AND keyword6) OR (keyword7 AND keyword8) OR (keyword9 AND keyword10) OR (keyword11 AND keyword12) OR (keyword13 AND keyword14) OR (keyword15 AND keyword16)
Additional Keyword Search:	None
Attachment Names:	
Attachment MIME Type:	

Advanced searching methods consists of:

- Searching keywords in the message body
- Keywords in subject
- Keywords in attachments
- Keywords in the headers can be used for identifying classification tags
- Searching for email only, attachments only, or both together.
- Searching for words individually or together.
- Choosing whether to search for exact words, derivations, or words with similar spelling.

Alternatively, clicking on the following double arrow icon reveals additional granular functionality:

Apply keywords to: Keywords: Additional Keyword Sear	► ch:	Messages Subject Attachments Headers None OR
Attachment Names		

Will expand the Keywords panel to reveal Proximity Drop Down Menu, 3 additional keyword boxes with radio buttons.

Apply keywords to:		🗹 Messages 🗹 Subject	Attachm	ents	Head	lers			
Include	∧	Keyword	8	Ø	=	Exclude	Keyword	8	Ø 🗊
All of these words				0	0	All of these words			0 0
All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).				0	0	All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).			
Additional Keyword Search	:	None OAND OR							
Attachment Names:									

Highlighted in red are the ability to determine all of these words as well as to achieve proximity searches.

nclude	Keyword	8	∅ ≡♪	Exclude	Keyword	8	Ø	=)
All of these words Il keywords must be in at east one of the selected hessage parts (Message/ ttachments/ Headers).				All of these words All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).				00000
dditional Keyword Search:	None AND	OR						

When you click on the \checkmark will reveal an additional search panel:

This allows you to do Spelling Stem & Sound Similar search terms, as described in the next section.

Apply keywords to:		🗹 Messages 🗹 Subj	ect Atta	chme	ents	He	lers				
Include	<>	Keyword	(8	Ø	=	Exclude	Keyword	8	Ø	=
All of these words \checkmark					0	0	All of these words			0	0
All keywords must be in at least one of the selected				ŏ	ŏ	ŏ	All keywords must be in at least one of the selected			Õ	Õ
message parts (Message/ Attachments/ Headers).					0	0	message parts (Message/ Attachments/ Headers).			0	0
Additional Keyword Search:		None AND	DR								

Field	Usage/Notes	Examples	
Search Area	To search messages without their attachments select	Apply keywords to:	Messages
	Messages To only search attachments, select Attachments	Apply keywords to: Messag	ges 🗌 Subject 🗹 Attachments
	To search for messages and their attachments, select Messages and	Apply keywords to: 🗹 Messa	ages 🗌 Subject 🗹 Attachments
	Attachments		
Keyword Search	Type in words to be search for, where "All of these	This searches for all emails an these words are included.	id attachments where all of
AND	words"		ing a start and a start and a start and a start
AND	Apply keywords to:		oject 🗹 Attachments 🗌 Heade
	Include All of these words All keywords must b least one of the sele message parts (Mes Attachments/ Heade One of these	cted hill sage/	
	criteria for each keyword or set of keywords:		
OR Any of these words	Additional Keyword Search Any of the words to search on	Jack jill hill Apply keywords to: Include Any of these words Any of the keywords must appear.	Messages Subject A Keyword jack jill hill
WITHIN 5 WORDS	Additional Keyword Search All of these words will be searched for.	Jack jill hill	

		Apply keywords to:	Messages
		Include 😞	Keyword
		Close together	jack
		All keywords must appear,	jill
		separated by up to 5 words.	hill
		Stem and Sounds-like options	
No modifier	No modifier:	_ are ignored. Jack	
	0	Juck	
	Used to		
	search for the		
	specified keyword.		
Spelling stems	Spelling Stems:	Jill, jilly, jillian	
opening sterns		Jin, Jiny, Jinan	
	Used to	Or	
	search for		
	words that may be derived	Halt, halts, halting, halted	
	from a root		
	word.		
	Derivatives are		
	ranked lower		
	than words		
	that exactly		
	match the		
Sounds similar	word specified. Sounds similar:	Searching for "Microsoft" re	turne "microsite" and
Sounds Similar		"microscope"	turns microsite and
	=3	MxVault finds "foam" when	you search for "roam".
		"Owl" will return "bowl"	
		"Hill" will return bill, sill, fill .	
			•••
	Example of a con	nplex search:	
	Example of a con		
	Example of a con	Keyword	8 ≠ ⇒
		Keyword jack	8 ≠ =)
	Include Close together All keywords mu	Keyword jack jill bill	
	Include Close together All keywords mu separated by up	Keyword jack jill ist appear, to 5 words.	
	Include Close together All keywords mu separated by up Stem and Sound	Keyword jack jill ist appear, to 5 words.	Image: Second secon
	Include Close together All keywords mu separated by up	Keyword jack jill ist appear, to 5 words.	 <l< td=""></l<>
Proximity	Include Close together All keywords mu separated by up Stem and Sound	Keyword jack jill bit appear, to 5 words. ds-like options	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored.	Keyword jack jill hill hill All of these words	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words	Keyword jack jill bit appear, to 5 words. ds-like options All of these words All keywords must be in at least one of the selected	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words Used to specify	Keyword jack jill hill hill All of these words	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words Used to specify the scope of	Keyword jack jill bit appear, to 5 words. ds-like options All of these words All keywords must be in at least one of the selected	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words Used to specify	Keyword jack jill bit appear, to 5 words. ds-like options All of these words All keywords must be in at least one of the selected	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words Used to specify the scope of the keywords.	Keyword jack jill bit appear, to 5 words. ds-like options All of these words All keywords must be in at least one of the selected	
Proximity	Include Close together All keywords mu separated by up Stem and Sound are ignored. Group these words Used to specify the scope of	Keyword jack jill bit appear, to 5 words. ds-like options All of these words All keywords must be in at least one of the selected	

	the Internet"
	with the
	keywords
	"applications"
	"internet"
	All of these
	words = all the
	words entered
	into the boxes
	must reside in
	the message
	Close together
	= a maximum
	of 5 words
	separating
	each word.
	Fairly close = a
	maximum of 20
	words
	separating
	each word.
	Any of these
	words = the
	words can
	reside
	anywhere in
	the email.
	Please note
	stop words, i.e.
	"a" "l" "the"
	"of" etc are
	ignored. i.e. 1,
	2 character
	words or stop
	words are
	ignored.
Exclude	Your choice of
	words.
	Messages
	containing
	them will be
	excluded from
	the search
	results.
	Specify the
	words that

Searching

should be
excluded from
the search in
Keyword
boxes.
Follow the
procedures for
Keyword
Search and
 Proximity.

By clearly defining your search criteria, the results will be high quality results. Once the criteria has

been defined press .Dependent on the complexity of the search criteria defined, results may take a little longer to complete on screen.

Analysing Search Results

If the search cannot find a match, you will see the following message:

"No messages matched your search criteria, please try again."

From:	joe.bloggs	†]
To:		I ↓
Attachment Names:	userguide.doc	
Attachment Keywords:		
	Search Clear	

No messages matched your search criteria, please try again.

To improve the chances of finding the email, try broadening the search by:

- widening the date range
- removing the start or end date
- reducing the number of keywords
- removing all or reducing the number of recipients.

Auto Suggest

To help with more accurate searching MxVault now supports auto suggest, which works particularly well with email addresses. By typing within certain boxes and pressing **CTRL & SPACE** after typing in three or more characters, a drop down suggestions list is provided, as shown in the following screenshots. This can help users find the email more swiftly.

	Cryoserver [™]	Search term: From OR To - rob Start: 23 Feb 2017 End: 23 Aug 2017	23 Ma	rob rob ashall@alpaca.uk.com rob.blair@preemacleaning.co.uk	× 🔎
Doc	From	То	Subject	rob.brown@scc.com	¥
	F	Please choose a date range and/o	r one or more fields to search upon, toget	her with one or more keywords, and then press search.	
Press o	ne or more of the following ico	ns to search for the required field:			
\bowtie	Sender's name(s) or email add	Iress(es)			
× I	Recipient's name(s) or email a	ddress(es)			
	Search for words in the subject	t or email body text			
2 :	Search for words that were ext	racted from all attachments			

Cryose	rver™				n Bingeman robin@cryoserve er Interface Switch Identity	
Search 🗸	Advanced Search 👻	Transcript Search 👻	Search History 🔻	Folder Replica View	Case Folders 🔻	Exports
Date Period:	Six Months 🔽					
Start Date & Time:	23 Feb 2017 🛗 00:00					
End Date & Time:	23 Aug 2017 🛗 23:59					
Keywords:						
Parties:	rob		×			
From:	rob.ashall@alpaca.uk.com		*			
To:			1.	Conly	this recipient	
Attachment Names:	rob.blair@preemacleaning.co	o.uk				
Attachment Keywords:	rob.brown@scc.com					
	roh evers@cvania.co.uk					

Right Mouse Click

MxVault provides right mouse click on the search results to enable the action icons to be available from the results page. This helps users to access the Action icons displayed on the Message view page from the results page, removing the need to have to open a message to restore a message or any other action.

	- Oryoso	erver™	Switch to New User I	<u>nterface</u> Switch Iden	ıtity Help Settings Si		
ear	ch 🔽	Advanced Search 👻 Trar	nscript Search 🗸	Search History 🔻	Folder Replica View	Case Folders	s 🔻
(Query	Results View Mes	sage Search Statistic	cs			
ewi	ng all 55	results (1.63 seconds)	A	actions: 100 🗸 1	/1 >	✓ ↓ □	2 🗉 🛃 🗳
No.	Direction	From / To / Subject				Size	Sent 🔺
1		From: "WhatIs.com" Subject: Word of the Day: single sign-on (SSO)	To: "robin@cryose	rver.com"		29.87 KB	08-Jun-2017 20:01
2		From: "WhatIs.com" Subject: Word of the Day: human resources and	Open alytics (tal Reply	.com"		26.84 KB	09-Jun-2017 20:01
3		From: "WhatIs.com" Subject: Word of the Day: EU Data Protection D	Deriki All	.com"		28.77 KB	12-Jun-2017 21:31
4		From: "WhatIs.com" Subject: Word of the Day: Wave Analytics	Export to PDF Download as .em	.com"		27.99 KB	13-Jun-2017 20:01
5		From: "WhatIs.com" Subject: Word of the Day: erasure coding	Restore to Inbox	.com"		29.59 KB	14-Jun-2017 20:01
		From: "WhatIs.com" Subject: Word of the Day: social engineering	Forward to Inbox	.com"		29.66 KB	15-Jun-2017 20:01
6							

Search Summary

Emails that match the search criteria are listed in order of relevance.

For each email, the header information including date, time and size is displayed. The first few lines of the email are also shown, and a paperclip symbol (\blacksquare) indicates the presence of attachments.

Keywords that you specified for your search will be highlighted.

Keywords:		Dominos										
Parties:												
From:				A E								
To:				1↓			Only this recipi	ent				
Attachment I	Names:											
Attachment I	Keywords:											
		Search Clear										
Viewing) the only	result (1.73 seconds)		A	actions: 100 V	<	1/1 >	L 💕 I	None		🗳 🗈 🖬 🛃	1
No.	Direction	From / To / Subject								Size	Sent 🔺	Ø
1		From: Dominos Subject: Win a Dominos Gift Card	To: robin.bingeman@cryoserver.o	com						14.34 KB	07-Mar-2017 18:0	5

Quick Sort

Press an underlined column title to sort the order. i.e. clicking on the sent heading will sort in data

order, Sent Clicking for a second time will reverse the order Sent .

Keyword Summary

The system can show a short summary of the email content, with any search keywords highlighted.

The administrator may turn off summary view or you can adjust this via your preferences Settings to show None, 3 lines preview, 6 lines preview.

Message Summary Setting

Message Summary:	Oefault	(Use company level setting: Short)
	🔘 No	(No message summary)
	◯ Short	(Max 300 characters)
		(Max 600 characters)
	Save	

Action Butte	ons
Actions: 100	 1/1 > 1 😫 📽 18 None 1/1 > 1 🖆 18 None
Page Size	Select a number from the drop-down menu to change the page size, number of results shown.
Page Number	Navigate from Page 1 / 7, to Page 4 / 7 enter a number into the box:
	To save this search, click on:
Store to Folder	
- °	
Sort Order	Customise the sort order: This is in addition to the <i>Quick Sort</i> by clicking the column titles.
Print Results	Print the results, click on:

Sorting Search Results

There are two ways to sort your search results:

• Click Customise Sort Order. A pop-up list box is displayed showing default criteria of: From, To, Date Stored, Number of Attachments, Size, Subject and Relevance. You can click Ascending or Descending to change the sort order.

	Cryoser	ver™								ryoserver.com Basic (L dentity Help Settings	
Search	•	Advanced Search 👻	Transcript	Search 👻	Search History 🗸	Folder Replica View	Case Folders 🗸	Exports			
Que	ery	Results Vi	ew Message	Search Stati	stics						
Viewing) all 55 ro	esults (1.63 seconds)				Actions: 100 V	(1/1 > 🛓 👕	None	•	A 🛛 🗖 🗖 🕯	5
No.	Direction	From / To / Subject				To Date St	torad		Size	Sent 🔺	0
1		From: "WhatIs.com" Subject: Word of the Day: single si	gn-on (SSO).		To: "robin@cryoserver.com"	Num of Size Subject	f Attachments	2	9.87 KB	08-Jun-2017 20:01	Ľ
2		From: "WhatIs.com" Subject: Word of the Day: human r	esources analytics (ta	alent analytics)	To: "robin@cryoserver.com"	Asc	ending ODescending	2	6.84 KB	09-Jun-2017 20:01	£
3		From: "WhatIs.com" Subject: Word of the Day: EU Data	Protection Directive		To: "robin@cryoserver.com"	Subn	nit Cancel	2	8.77 KB	12-Jun-2017 21:31	i.
4		From: "WhatIs.com" Subject: Word of the Day: Wave Ar	nalytics		To: "robin@cryoserver.com"			2	7.99 KB	13-Jun-2017 20:01	í.
5		From: "WhatIs.com" Subject: Word of the Day: erasure	coding		To: "robin@cryoserver.com"			2	9.59 KB	14-Jun-2017 20:01	í.
6	0	From: "WhatIs.com"			To: "robin@cryoserver.com"			2	9.66 KB	15-Jun-2017 20:01	L

Or

• Click any of the underlined column headings or the paperclip symbol (\P). These will sort based on the selection chosen. Sent is selected with the list ascending.

No. Direction From / To / Subject

Sorting on Additional Criteria

To sort on additional criteria, click **Plus (+)** to add an item to the list and then click Submit. To remove an item from the list, click **Minus (-)**.

Sent 🔺 🖉

Size

Viewing Messages

This section describes how you can view your messages.

Qu	ery	Results View Mes	age Search Statistics	
ewing	j all 55	results (1.63 seconds)	Actions: 100 < 1 / 1 > 1 and 1	2 🗉 🛃 🗳 🕻
lo. D	Direction	From / To / Subject	Size	Sent 🔺 🖉
1		From: "WhatIs.com" Subject: Word of the Day: single sign-on (SSO)	To: "robin@cryoserver.com" 29.87 KB	08-Jun-2017 20:01
2		From: "WhatIs.com" Subject: Word of the Day: human resources and	To: "robin@cryoserver.com" 26.84 KB ytics (talent analytics)	09-Jun-2017 20:01
3		From: "WhatIs.com" Subject: Word of the Day: EU Data Protection D	To: "robin⊜cryoserver.com" 28.77 KB ective	12-Jun-2017 21:31
4		From: "WhatIs.com" Subject: Word of the Day: Wave Analytics	To: "robin@cryoserver.com" 27.99 KB	13-Jun-2017 20:01
5		From: "WhatIs.com" Subject: Word of the Day: erasure coding	To: "robin@cryoserver.com" 29.59 KB	14-Jun-2017 20:01
6		From: "WhatIs.com" Subject: Word of the Day: social engineering	To: "robin@cryoserver.com" 29.66 KB	15-Jun-2017 20:01
7		From: "WhatIs.com" Subject: Word of the Day: native cloud applicati	To: "robin@cryoserver.com" 26.97 KB n (NCA)	16-Jun-2017 20:01
8		From: "WhatIs.com" Subject: Word of the Day: serverless backup	To: "robin@cryoserver.com" 29.51 KB	19-Jun-2017 21:46
9		From: "WhatIs.com" Subject: Word of the Day: kiosk	To: "robin@cryoserver.com" 28.07 KB	20-Jun-2017 20:01
	•	From: "WhatIs com"	Tot "mhin@cnuceenver.com" 28.06 KB	21 Jun 2017 21:22

Click on the chosen message and the message will be retrieved from the archive and displayed on screen, as below.:

Search 👻	Advanced Search	ranschp	-	History 🔻	Folder R	opiic	vv	083	se Fo		3	
Query	Results	View Message	Search Statistics									
Select this me	ssage for further action(s)			Actions:	< 2 / 53	>	≪ [1	6 ¹	Ŧ	C°	1
rom:	"WhatIs.com" <whatis@lists< td=""><td>.techtarget.com></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></whatis@lists<>	.techtarget.com>										
D:	"robin@cryoserver.com" <rol< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></rol<>											
ate Sent:	18 August 2017 20:01:34 B5	т										
ttachments: ubject:	(none) Word of the Day: Microsoft V											
	f the Day n the latest technology terms Aug	ust 18, 2017	> WhatIs.com	1								
Daily updates o				1								



The email displayed shows Recipient, Sender, Date, Size, Attachments, Subject.

From:	"WhatIs.com" <whatis@lists.techtarget.com></whatis@lists.techtarget.com>
To:	"robin@cryoserver.com" <robin@cryoserver.com></robin@cryoserver.com>
Date Sent:	18 August 2017 20:01:34 BST
Attachments:	(none)
Subject:	Word of the Day: Microsoft Windows Defender

Action Bar within the preview of an email.

Actions: < 2 / 53 > | 🕤 🦘 🖹 🚔 🔛 🚣 🗳

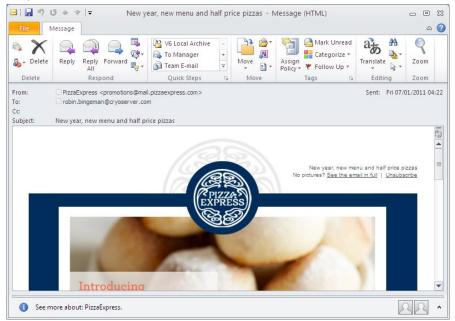
- • Navigate back one result
- • Navigate forward one result
 - ² / ⁵³ 2nd message of 53. To **leap** to the 33rd message, type in 33 and press Enter
- **Reply** to the email straight from the archive. This will restore a *truncated* message and use your local default mail client to reply to the <u>sender</u> of the email.
- **Reply to all** this will restore a *truncated* message and use your local default mail client to reply to all of the <u>senders & recipients</u> of the email.
- Restore Via IMAP/EWS will restore the original email into your mailbox on the original day
- 🖶 Printer friendly version



• Convert the email to PDF



• **Download** the email as an .EML file. If you are using Outlook 2010, this will open directly into your Outlook client.



Older Outlooks can open .EMLs Outlook 2003 – you will need to download a Microsoft patch:

http://support.microsoft.com/kb/967346

Outlook 2007 – you will need to download a Microsoft patch:

http://support.microsoft.com/kb/956693

- **Standard Forward** to your inbox. The email will be forwarded from MxVault into your mailbox. The email will be attached to a new message, preserving the original header and metadata.
 - Forward to Inbox. Email will be restored as a standard message to your inbox and the original header information is not maintained.

Forensic Stamping

At the bottom of the message page are some additional information relating to MxVault storage:

```
Stored in MxVault: Fri Jan 07 04:26:57 GMT 2011
Store Ref: uk-ln-sn-001/201011
Unique Message Signature: PVd+xJ2u/bIHKhokKC+gJA==
Hash Value: 00031133FE06ECB6F64B1A34FE6D92E717648B76
Original Message ID: <9da06bba68f33347092cce4c2bab7b7b@mail.pizzaexpress.com>
Security check passed. This message is intact and can be trusted.
```

The key element is the last line: "Security check passed. This message is intact and can be trusted." – this indicates the message has not been altered during the life of being in the archive, and is of evidential quality.

Viewing messages with attachments

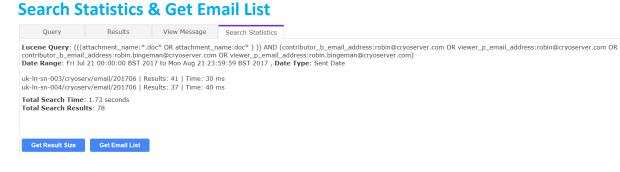
From:	Richard Metcalfe <richard.metcalfe@evolutionjobs.co.uk></richard.metcalfe@evolutionjobs.co.uk>
To:	robin@cryoserver.com
Date Sent:	27 February 2017 16:58:53 GMT
Attachments:	Top 10 Uni BSc Grad 7347894.doc (118.4 KB)
Subject:	The future of your team?

Hi Robin,

Under the date line there is an attachment.

Attachments: Top 10 Uni BSc Grad 7347894.doc (118.4 KB)

The attachment is hyperlinked. To open the attachment click on the file name hyperlink.



The search statistics tab provides information about the search criteria, search speeds.

Get Email List

It now provides Get Email List

. This enables you to export the email

addresses from the search, which can prove useful for building a list of email addresses for a mailshot or other requirements. The email addresses can be exported to Excel / XML / CSV file.

Search 🔻	Advanced Search	 Transcript Search 	h 👻 Search History	/ 👻 Folder Replica	View Case Folders
Query	Results	🧔 Cryoserver - Email List - Internet Exp	lorer		
contributor_b_em contributor_b_em	(viewer_b_email_fullnam ail_username:whatis.com ail_address:robin.bingem Feb 23 00:00:00 GMT 2	Cryoserver	T and T a	The second	
uk-ln-sn-501/cryo	serv/email/201701 Res		Sender	Recipient	Total
		robin@cryoserver.com	2	53	55
		whatis@lists.techtarget.com	53	2	55
	serv/email/201703 Res				
1	serv/email/201702 Res				
	serv/email/201702 Res	1			
1	serv/email/201706 Res				
uk-In-sn-003/cryo	serv/email/201706 Res	4			
Total Search Tim	ie: 1.63 seconds				
Total Search Res	sults: 55				
Get Result Size	Get Email List				
		L			

Search History

Just like your web browser history, MxVault now offers a similar history facility of MxVault searches enabling to replay a search. Complex searches & regular searches can be reloaded. The Search History now includes a roll over showing the search criteria.

Cryoserve	er™					Welcome Merlin Beedell m
Þ	Search-	Advanced Search	Transcript Search-	Search History List-	Case Folders -	Exports
Date Period: Start Date & Time: End Date & Time: Mervords: Parties: From: To: Attachment Names: Attachment Keyvords:	Custom V 20 Oct 2016 20 Apr 2017 Search Clear		\$	Search History 1. 12-Apr-2017 14:30 (Results: 2. 12-Apr-2017 13:03 (Results: 3. 12-Apr-2017 13:03 (Results: 4. 12-Apr-2017 13:01 (Results: 5. 11-Apr-2017 13:01 (Results: 7. 09-Mar-2017 08:14 (Results: 7. 09-Mar-2017 17:39 (Results: 8. 09-Mar-2017 17:36 (Results: 9. 09-Mar-2017 17:17 (Result: 10. 09-Mar-2017 17:17 (Result: 11. 09-Mar-2017	53) 53) 52) 2017 00:00:00 GMT+00:00 I 315) 1) 1) 0) 5:13)	End Date : 12 Apr 2017 23:59:59
				12. 09-Mar-2017 17:16 (Result 13. 09-Mar-2017 17:16 (Result	s:13)	

AND selecting Search History:

. C

earch	•	Advanced Search 👻	Transcript Search 🔻	Search History 👻	Folder Replica Vie	w Case	Folders 👻 E	Exports	
ent Sea	arches(58	41) Saved Searches(88)	Scheduled Searches(2)						
story Peri	riod: Ar	iy Date 🔽							
te Range	e: No	Date							
nd in hist	tory:								
earch Typ	pe: All	~							
		Find Show All							
to 10 of	f 5841 resul	ts					Actions:	10 🗸 🔇	1 / 585
to 10 of No.	f 5841 resul Type	ts Search Terms				Num Results	Actions:	·	1 / 585 ions
		Search Terms	rt Date : 21 Jul 2017 00:00:00 BST End	J Date : 21 Aug 2017 23:59:59 BST		Num Results 78		·	ions
No.	Туре	Search Terms Attachment Names: *.doc* Sta	rt Date : 21 Jul 2017 00:00:00 BST En rt Date : 21 Aug 2016 00:00:00 BST En	-			Date Issued	Act	ions
No. 1	Type Std	Search Terms Attachment Names: *.doc* Sta Attachment Names: *.doc* Sta		nd Date : 21 Aug 2017 23:59:59 BST		78	Date Issued 21-Aug-2017 07:59	Act	ions
No. 1 2	Type Std Std	Search Terms Attachment Names: ".doc" Sta Attachment Names: ".doc" Sta Attachment Names: ".doc" Sta	rt Date : 21 Aug 2016 00:00:00 BST En	nd Date : 21 Aug 2017 23:59:59 BST nd Date : 21 Aug 2017 23:59:59 BST		78	Date Issued 21-Aug-2017 07:59 21-Aug-2017 07:58		ions X X X X

- allows you to replay the search again at the original time of the search conducted

• To give a search a name and to be listed under the Saved Searches press the Save icon, which will continue to a pop-up:

Search	•	Adva	anced Search	ו 🕶	Transcript Search 👻	Search History 🔫	Folder Replica View	Case Folders 🔻	Exports	
Recent Se	arches(5841)	Saved Searche	es(88)	Scheduled Searches(2)					
History Pe	riod:	Any Date								
Date Rang		No Date	🛛 🧔 Edit Search -	Internet	Explorer					
Find in his	tory:									
Search Ty	pe:	All	Cry	oserve	M State State					
		Find			in the state of the Kart	a production of the				
			Search Name:	Search Na	ames	×				
			Description:			~				
1 to 10 of	5841 re	sults						Action	is: 10 🗸	< 1
No.	Туре	Sea	rd			~		Date Issue	d	Action
1	Std	Atta	Search Details: Date Range:	О Кеер	ent Names: *.doc* Start Date : 21 Jul 2017 00:0 Original Dates Start & End Dates	10:00 BST End Date : 21 Aug 2017 23:59:59	BST	21-Aug-2017 0	7:59 C	B
2	Std	Atta	Shortcut Link:	Shift https://fcs		pe=history_search&search_history_id=2069	88is_saved=true	21-Aug-2017 0	7:58 C	H
3	Std	Atta	Schedule:		on ✔ Mon 🗌 Tue 🗌 Wed 🗌 Thu 🗌 Fri	Sat Sun		21-Aug-2017 0	7:57 C	H
4	Std	Atta	d	Start at or	r after: 2am 6am 5pm 10pm			21-Aug-2017 0	7:54 C	B
5	Std	Keyv	ve	Save	e Save and Create Outlook Folder			21-Aug-2017 0	7:46 C	H
6	Std	Keyv	ve					21-Aug-2017 0	7:39 C	H
7	Std	Keyv	ve					21-Aug-2017 0	7:39 C	H
8	Std	Keyv	ve					21-Aug-2017 0	7:38 C	H

Case Folders

Alternatively you can combine searches into Case Folders, moment in time searches which allow multiple searches to be combined into a single case folder. Case Folders enables for searches to be saved, enabling for these results to be reviewed at another time.

Complete a search. Press the store to folder action icon. A pop up window will appear.

	Cryose	rver™	Cryoserver - Store to Case Fo Cryoserver™	ider - Internet Explore				New User Interface Switch Ider
Searc	:h 👻	Advar		$\langle \gamma \rangle \langle \gamma \rangle$				Case Folders E
Q	<u>)</u> uery		'Create New Case' but	Save the results of this Sea on; or you can append to an 78) OSelected OUnselected	existing case folder, shown in the	g a Name and Description below, ar list below.	nd pressing the	
Date Perio	d:	Onel	Name: Na	mes of Folder				
Start Da	te & Time:	21 Ju	Description:				0	
	e & Time:	21 Au		Create New Case				
Keywords:				create new case				
Parties:			Details Title: Pizza	72	Created On 12:24	Updated On		
From:				72	12:24 15/02/2013	15:33 03/03/2015		
то:			Pizza Search					ecipient
	nt Names:		Store to This					Colpienc
		*.doc	Title: For Merlin to pa	iss 50	12:58 27/11/2013	12:58 27/11/2013		
Attachmen	nt Keywords:		Store to This					
		S	Title: VCSL	14	15:48 18/02/2015	15:48 18/02/2015		
			Store to This					None V
Viewir	ng all 78	results	Title: BTG	20	11:11 10/03/2015	11:20 10/03/2015		Vone ⊻ ≣
No.	Direction	From /	Store to This					Size
1	•	From: Ma	Title: zdnet	231	15:05 23/03/2015	15:05 23/03/2015		109.89 KB
	\bowtie	Subject:	zdnet search	-	1			105105105
2		From: Jar	Store to This					397 КВ
	\succ	Subject:	Title: today	746	18:34 09/06/2015	18:34 09/06/2015		
3		From: Ro	Store to This	1				59.1 KB
	\sim	Subject:	Store to This					

Or the results can be:

- 1. Stored to a brand new folder
- 2. Stored to an existing folder combining & collecting a combination of searches.

				g a Name and Description below, and p
'Create New Cas	se' button; or	you can append to a	n existing case folder, shown in the	list below.
Store Items: (€All (78) ()s	Selected OUnselecte	d	
Name:	Names of	Folder		
Description:				^
				~
	Creat	te New Case		
Details	Creat	te New Case	Created On	Updated On
Details Title: Pizza	Creat		Created On 12:24 15/02/2013	Updated On 15:33 03/03/2015
	Creat	Items	12:24	15:33
Title: Pizza		Items	12:24	15:33

Enter your folder criteria. We would recommend in the description you state the search criteria for tracking purposes.

Store Items: ()All (78) ()Selected ()Unselected

Name:	Names of Folder						
Description:	this is *.doc* search for the investigation						
	Create New Case						

Once completed Press Create New Case.

Create New Case

Then press Create New.

Successfully created the folder and stored the search results



When selecting the Case Folders tab Case Folders , will reveal the Folders containing the *combined* saved searches:

S.No.	Details	Shared With	Items	Created On	Updated On
¹ Q	Title: Pizza Description: Pizza Search Queries: [15-Feb-2013 12:24:12] Search parameters (email) are: Search Type: Standard Parties: pizza* Start Date : 14 Aug 2012 00:00:00 BST End Date : 15 Feb 2013 12:07:59 GMT [20-Mar-2013 13:16:64] Search parameters (email) are: Search Type: Standard Parties: pizza* Start Date : 20 Sep 2012 00:00:00 BST End Date : 20 Mar 2013 23:59:59 GMT		72	12:24 15-Feb-2013	15:33 03-Mar-2015 Delete

Selecting a saved search will open up the search results:

Search 👻	Advance	ed Search 👻	Transcript Searc	h ▼ Search ⊢	History 🗸	Folder Replica View	Case Folders	- Exports	
Case Folders: Pizz Description: Pizza Queries:		Y	Creation	n Date: 15-Feb-2013				Updated On:	03-Mar-2015
[20-Mar-2013 18: Shared With:	16:49] Search pa	rameters (email) are: S				End Date : 15 Feb 2013 12:07:59 GMT End Date : 20 Mar 2013 23:59:59 GMT		Edit	Delete
Folder Messag 1 to 10 of 72 Filter : Ignore Mail status	messages	Message	Read Un Read				Actions: 10 V	< 1/8 > 1	Ø
Ignore Critical Follow up Read	From: PizzaExpro Subject: Fresh fo		To:	robin.bingeman@cryoserver	er.com		25.1 Ki		
 ☐ Ignore ○ Critical ④ Follow up Read ☑ 	From: PizzaExpro Subject: It's Frid Comments		To:	robin.bingeman@cryoserver	ir.com		28.7 Ki	3 15/03/2013 14:34	
O Ignore	From: PizzaExpro	ess	то:	robin.bingeman@cryoserver	er.com		23.3 KI	3 11/03/2013 11:06	

At this point you can filter non relevant emails by different criteria.

1 to 1	1 to 10 of 72 messages									
Filter :	Ignore	Critical	Follow up	None		Read	Un Read			

Each message can be flagged from the list view:

Filter : Ignore	Critical Follow up None Read Un Rea		Actions: 10 🔽	< 1/8 > 🛃 🚔	₽ 1:
Mail status	From / To / Subject		Size	Sent	Ø
 Ignore Critical Follow up Read 	From: PizzaExpress Subject: Fresh for you – 25% off handmade pizza Comments Flag set to 'ignore'	To: robin.bingeman@cryoserver.com	25.1 KB	18/03/2013 06:29	
O Ignore O Critical ● Follow up Read ☑	From: PizzaExpress Subject: It's Frldayi Comments elag set to 'followup'	To: robin.bingeman@cryoserver.com	28.7 KB	15/03/2013 14:34	

Or

From within the message:

Search 🔻	Advanced Search 👻	Transcript Search 👻	Search History 🔫	Folder Replica View	Case Folders 👻	Exports	
Case Folders: Pizza Description: Pizza Sear Queries:		Creation Date: 15				Update	d On: 03-Mar-2015
		e: Search Type: Standard Parties: pizza* Sta e: Search Type: Standard Parties: pizza* Sta					
Shared With:	5) Search parameters (email) are					Edit	Delete
Folder Messages	View Message						
				Acti	ions: < 📃 > 🦱	«	± 😋 🖒
From:	PizzaExpress <promotions@ma< td=""><td>il.pizzaexpress.com></td><td></td><td></td><td></td><td></td><td></td></promotions@ma<>	il.pizzaexpress.com>					
To:	robin.bingeman@cryoserver.co	m					
Date Sent:	18 March 2013 06:29:51 GMT						
Attachments:	(none)						
Subject:	Fresh for you - 25% off handm	ade pizza					
Flag message as:	●ignore ○critical ○followup						
Comments:	[rbingeman 20-Mar-2013 18	3:17:24] Flag set to 'ignore'					
html	text/plain						
			25% off your	food bill No pictures? See the email in fi	ull Unsubscribe		

Even comments can be entered into the header for future reference purposes. Pressing the

	Actions:	<	>	
following action icons will apply updates automatically.				

The actions represent:

- move back one message
- return to list of results
- move to next message

Using the Preview Pane Search Interface

The Preview Pane interface is accessed by adding /outlook on to the end of the URL. A web enabled folder can be set-up in Outlook which browses to the MxVault Search UI. To access MxVault Archive through Outlook, ask your Administrator to set-up a link in your Outlook for you or refer to the MxVault Administration Guide. *Important: Web Certificates and Single Sign On need to be in place for a smooth experience. To access the Preview Pane version of the Search Interface use:*

i.e. <u>https://cryoserver/outlook</u> or <u>https://emailarchive/outlook</u> are popular choices.

Or by clicking on the logo in the left hand corner will link to the interface with Preview Pane

Cryose	rver™				
Search 🗸	Advanced	Search 🕶	Transcript Search	 Search I 	History 🔻
Date Period:	One Month	~			
Start Date & Time:	21 Jul 2017	00:00			
End Date & Time:	21 Aug 2017	23:59			
Keywords:					
Parties:					
From:					A =
To:					Ti
Attachment Names:	s				
Attachment Keywords:	*.doc*				
	Search	Clear			
File Long Cond / Despire Folder	View Male FCFT to the	a DDE 🔹 Ö. Tall ma udat uz 👘 🖬	Cryoserver - Outlook		m - o ×
File Home Send / Receive Folder Image: Send / Receive Folder Folder Folder Image: Send / Receive Folder Folder Folder New New Send / Receive Folder New New Send / Receive Folder New New Delete Folder	View Help ESET Adob	e PDF V Teil me what you want to Stub Examples To Manage Team Email V Done Reply & Delete V Create New Quick Steps		Browse Groups Search People Address Book T Filter Email - Groups Find Add-ins	
▲ Favorites <		term: From - bobsguide		bobsguide	۶
Inbox 14442 Sent Items		1 Feb 2017 End: 21 Aug 2017 its found (2.09 seconds)	21 Ма	2015	Six Months 💌 21 Aug 2017
Offline Cryoserver Doc	From	То	Subject	Size	Sent (
	bobsguide	Robin	Final Webinar Reminder: Fast Data in FinServ - Key Trends to Maintain a Com	49.8 KB	08:34, 21 Aug 2017
✓ robin@cryoserver.com	bobsguide News bobsguide	Robin Robin	Last week's Top Reads Webinar reminder: Fast Data in FinServ - Key Trends to Maintain a Competiti	65.9 KB 49.6 KB	15:06, 20 Aug 2017 15:08, 16 Aug 2017
James 🔬 Version 9	bobsguide bobsguide News	Robin	Webinar reminder: Fast Data in FinServ - Key Trends to Maintain a Competiti Last week's Top Reads	49.6 KB 65.9 KB	15:05, 13 Aug 2017
CryoCloud Search	bobsguide	Robin	Webinar: Fast Data in FinServ - Key Trends to Maintain a Competitive Edge	49.6 KB	10:06, 09 Aug 2017
▷ Inbox 14442	bobsguide News	Robin	Last week's Top Reads	65.8 KB	15:05, 06 Aug 2017
Drafts [64]	bobsguide	Robin	Find out more about the key changes in the EU 4th AML Directive	53.1 KB	09:03, 02 Aug 2017
Sent Items	bobsguide	Robin	Design Led Thinking in Financial Services: 4 Exclusive Case Studies Be	59.4 KB	08:32, 01 Aug 2017
Deleted Items 259	bobsguide News	Robin	Last week's Top Reads	73.2 KB	15:03, 30 Jul 2017
Archive	bobsguide	Robin	What the age of open banking means for employment agencies	53.8 KB	10:01, 19 Jul 2017
AVG Virus Vault	bobsguide	Robin	Payments (R)Evolution magazine is here	51.2 KB	14:05, 16 Jul 2017
Deepfreeze	bobsguide	Robin	As the alternative finance market matures, how can individual providers sta	51.6 KB	13:07, 12 Jul 2017
Infected Items [1]	bobsguide	Robin	Have your say: What are the biggest factors affecting banking relationships	54.5 KB	12:01, 19 Jun 2017

Junk Ernan [9419]	Doosguide Room Ast	he alternative inance market matures, now can individual providers sta	01.4 ND	15.31, 15 Jun 2017
▷ old			O U Actions: < > < ↑	🚔 🗅 土 🗳 🏠
Outbox	Final Webinar Reminder: Fast Data in FinServ - Key T	rends to Maintain a Competitive Edge		
RSS Feeds Offline Cryoserver	bobsguide	r		Sent: Mon 21/08/2017 08:34
 Search Folders 	To: Robin			
▷ Groups				
, groups				(E)
> Joe Blogs	bobs guid	e 👌	🖊 in	
✓ Ⅲ 24 ····	Fast Dat	a in Financial Services VO		-
			E 1 50	A

$>\!\!\!\!>$	From
	То
	Keywords
	Attachment Keywords

By selecting From / To and typing the Display Name whatis.com into the search box will search for all emails sent to / from *whatis.com* - is the Search Button. The results will be shown.

0	Start: 22 Feb 2017 End: 22 Aug 2017					
∷ Cryoserver™	54 results found (1 seconds)	22	Mar 2015		22 Aug 2017	inths 🗸
loc From	То	Subject		Size	Sent	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: Eclipse		28.2 KB	20:46, 21 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Guide/Glossary/Quiz: artificial intelligence		20.4 KB	20:31, 18 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: Microsoft Windows Defender		27.3 KB	20:01, 18 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: CAPTCHA		29 KB	20:01, 17 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: unit testing		28.3 KB	21:01, 16 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: unicorn		28.1 KB	20:46, 15 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: superposition		29.9 KB	21:31, 14 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: CompTIA (Computing Technology Industry Association)		31.2 KB	22:17, 11 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: engine		29.4 KB	22:01, 10 Aug 2017	
	"robin@cryoserver.com"	Word of the Day: managed service provider (MSP)		29.5 KB	21:16, 09 Aug 2017	
<u> </u>	"robin@cryoserver.com"	Word of the Day: supply chain sustainability		27.8 KB	22:01, 08 Aug 2017	
	• •			31.8 KB	20:01, 07 Aug 2017	
~	"robin@cryoserver.com"	Word of the Day: Schrodinger's cat Whatls > Word of the day		27.4 KB	20:16, 04 Aug 2017	
-	"robin@cryoserver.com"	,		30.5 KB		
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: system administrator (sysadmin)			20:01, 03 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: dynamic link library (DLL)		28.1 KB	20:01, 02 Aug 2017	
"WhatIs.com"	"robin@cryoserver.com"	Word of the Day: cmdlet		31.2 KB	20:01, 01 Aug 2017	
'ord of the Day: Ed VhatIs.com'' "robin@cryoserver.com"	clipse				Sent: Mon 21/08	2017
Eclipse is a free, Java-ba	the (S	how/Hide) will maximise the p	review pane.			
Eclipse is a free, Java-ba	the OR To- whatis com Search term: From OR To- whatis com Seart 22 Feb 2017 End: 22 Aug 2017	how/Hide) will maximise the p	whatis.com		22 Aug 2012	nths
Eclipse is a free, Java-ba	he (S	how/Hide) will maximise the p	whatis.com Aar 2015		22 Aug 2017	nths
Eclipse is a free, Java-ba	the OR To- whatis com Search term: From OR To- whatis com Seart 22 Feb 2017 End: 22 Aug 2017	how/Hide) will maximise the p	whatis.com Aar 2015	< > •	22 Aug 2017	nths
Eclipse is a free, Java-ba	the C (S Search terr: From OR To - whatis com Sart 22 Feb 2017 End: 22 Aug 2017 54 results found (1 seconds)	how/Hide) will maximise the p	whatis.com Aar 2015	< > +	22 Aug 2017	nths
Eclipse is a free, Java-ba ID selecting t Cryoserver™ ford of the Day: Ec	the C (S Search terr: From OR To - whatis com Sart 22 Feb 2017 End: 22 Aug 2017 54 results found (1 seconds)	how/Hide) will maximise the p	whatis.com Aar 2015	< > •	22 Aug 2017	0
Eclipse is a free, Java-ba ID selecting t Cryoserver [™] Ford of the Day: Ee VhatIs.com"	the C (S Search terr: From OR To - whatis com Sart 22 Feb 2017 End: 22 Aug 2017 54 results found (1 seconds)	how/Hide) will maximise the p	whatis.com Aar 2015	< > m	22 Aug 2017	0
Eclipse is a free, Java-ba ID selecting t Cryoserver™ Ord of the Day: Ed VhatIs.com" Tobm@cryoserve.com"	the (S Sarch terr: From OR To - whatiscom Start: 22 Feb: 2017 End: 22 Aug 2017 54 results found (1 seconds)	how/Hide) will maximise the p	whatis.com Aar 2015	< > *	22 Aug 2017	0
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ID selecting 1 ID selecting 1 Cryoserver™ Cord of the Day: Ed VhatIs.com" "robin@cryoserver.com" Vord of the Day allow developers to dev allow developers to dev allow developers to dev allow developers to dev languages. Eclipse is rel Eclipse Eclipse jot its start in 20 its Java tools to develop (IDE). The IDE was initia seeking to create and fc open source communit	the (S Search term: From OR To - whatis com Start: 22 Feb 2017 End: 22 Aug 2017 Ed results found (1 seconds) Clipse gy terms [August 21, 2017 seed development platform known elop and test code written in othe	how/Hide) will maximise the p	whatis.com Aar 2015	< > •	22 Aug 2017	0

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With the Preview Pane Interface there are the same Action Icons as with the main MxVault User Interface.



The Actions allow you to do a Quick Reply, Reply All, Print, Export to PDF, Download, Forward the email into your mailbox with the email as an attachment and Restore back to your mailbox.

Date slider:



To the left of the drop down quick dates is a grey bar featuring a date slider, allowing for date ranges to be altered (increased/decreased) by dragging the ends of the bars. This enables for searches to be broadened with ease.

Toggle Interface to Full Search:

If the Preview Pane Search interface does not provide enough search options, clicking on the MxVault logo will change the interface to the standard search interface within the same frame:

Clicking on the Logo will link to and load the full Classic search page with a single click.

Linking to:

Cryose	rver™					robin@cryoserver.com Basic (LDAP) User Switch Identity Help Settings Sign out
Search 👻	Advanced Search 👻	Transcript Search 👻	Search History 👻	Folder Replica View	Case Folders 🕶	Exports
Date Period:	Six Months					
Start Date & Time: End Date & Time:	22 Feb 2017 🛗 00:00 22 Aug 2017 🛗 23:59					
Keywords:	22 Aug 2017 🔛 23.39					
Parties:						
From:			A 1			
To:			N	Only	y this recipient	
Attachment Names:						
Attachment Keywords:						
	Search Clear					

Clicking on the Logo again will link back to Preview Pane View again.

This allow users to toggle from one Style of Interface to another. To gain access to the Preview Pane view as the primary interface, append */outlook* to the URL.

i.e. https://cryoserver/outlook or https://emailarchive/outlook

Create Shortcut Links in Outlook

Once a search has been saved, you can create a Shortcut in Outlook to this defined Saved Search Criteria. This functionality is considered to be similar to auto-filing emails. *Please note this will only work with Outlook mail clients*.

1. Run a search:

				Cryoserver - Search -	Outlook						
File Home Send / Receive	Folder View Add	d-ins Help ESt	T Adobe PDF	Tell me what you wa	int to do						
Email Items -	Archive Reply Reply Fi		Team Email	G To Manager ✓ Done ☞ Create New	-	•	Unread/ Categorize Follow Read - Up -		Search People Address Book Filter Email ~	Store	
New Delete	Re	spond	Quick	: Steps	E	Move	Tags	Groups	Find	Add-ins	Í
											er -
Inbox 14416	Cryoser	ver™					Switch to New User In	nterface Switch Iden	tity Help Settin	gs Sign ou	ıt
Sent Items											
Offline Cryoserver	and the second second										
▲ robin@cryoserver.com	Search 👻 .	Advanced Sea	rch 🔻 🛛 Trar	nscript Search	▼ S	earch Histor	y 🔻 🛛 Folder Rej	olica View	Case Folde	rs 🔻	
James	Query	Results	View Mes	sage Search	Statistics						
Version 9											
CryoCloud Search	Date Period:	Six Months 💌									
D Inbox 14416	Start Date & Time:	22 Feb 2017									
Drafts [64]	End Date & Time:	22 Aug 2017	23:59								
Sent Items	Keywords:										
Deleted Items 254	Parties:	whatis.com									
Archive	From:						1				
AVG Virus Vault	To:							Only this	recipient		
Deepfreeze	Attachment Names: Attachment Keywords:										
Infected Items [1]	Attachment Reywords.										
Junk Email [3421]		Search	Clear								
▷ old											
Outbox				Actions:	100 🗸 🐇	1/1	L 🔐 La None	V 🚔 🖪	R 🔲 🛃	(h) [3	
RSS Feeds	Viewing all 54 re	sults (1.39 seco	onds)								
Offline Cryoserver			**************************************							0	
Search Folders		om / To / Subject						Siz		Ø	
b Groups		m: "WhatIs.com" oject: Word of the Day	r: single sign-on (SSO).	To: "robin@cry	oserver.com"			29.87 KI	3 08-Jun-2017	20:01	
		m: "WhatIs.com"		To: "robin@cry	oserver.com"			26.84 KI	3 09-Jun-2017	20:01	
► 25 ···	Version 9.0.0-beta.6 (Run		a number recourses and		erver.com a	s rbingeman / Fo	CS Test		power	ed by	arver
🐥 Reminders: 57									EE	+	100

Provide a Search Name, select whether you wish to keep original dates, Shift Start & End Date or just shift End Date keeping the Start Date. Select Save and Create Outlook
 Folder which will help create a shortcut to the favourite search in Outlook:

¥:			Cryoserver - Search - Outlook	🖻 – 🗆 X
File Home Send / Receiv	re Folder View Ad	ld-ins Help ESE	T Adobe PDF ♀ Tell me what you want to do	
Clean Lin +	ete Archive Reply Reply	Meeting	Stub Examples G To Manager Team Email Reply & Delete Create New Create New	ps Search People Address Book Filter Email - Find Add-ins
∡ Favorites <				yoserver.com Basic (LDAP) User
Inbox 14418 Sent Items Offline Cryoserver		Cryo	server™	dentity Help Settings Sign out
∡ robin@cryoserver.com	Search 👻	Search Name:	Whatis.com	Case Folders 👻
James Version 9	Query	Description:	This is the quick search to Whatis Emails	
CryoCloud Search	Date Period:			
▷ Inbox 14418	Start Date & Time			
Drafts [64]	End Date & Time:			
Sent Items	Keywords:	Search Details:	Parties: whatis.com Start Date : 22 Feb 2017 00:00:00 GMT End Date : 22 Aug 2017 23:59:59 BST	
Deleted Items 254	Parties: From:	Date Range:	Keep Original Dates Shift Start & End Dates	
Archive AVG Virus Vault Deepfreeze		Shortcut Link:	Shift End Date https://fcs-wincy-a:443/cryoserver/cryoserve/search.do? type=history_search&search_history_id=20697&is_saved=true	this recipient
Infected Items [1] Junk Email [3421]	Attachment Reywork		O None ○ Daily on ☑ Mon □ Tue □ Wed □ Thu □ Fri □ Sat □ Sun ○ Monthly Select the day of the month: 1 ☑	
⊳old			Start at or after: 2am 6am 5pm 10pm	
Outbox				🖻 🖻 🖻 🏠 🗳
RSS Feeds	Viewing all 5		Save Save and Create Outlook Folder	
Offline Cryoserver	No. Direction			size Sent 🔺 🖉
Search Folders	1			7 KB 08-Jun-2017 20:01
▷ Groups				
M			To: "robin@cryoserver.com" 26. humae resources archite/s /sload stabilitie/ robin@cryoserver.com as rbingeman / FCS Test	84 KB 09-Jun-2017 20:01
🐥 Reminders: 58				E+ 100%

3. Or you can add a Outlook folder by going to Search History > Saved Searches Menu

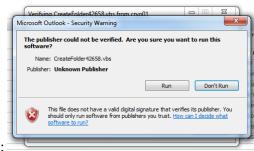
	Cryoserver™					Switch to New User I	interface Switch Ide	entity Settings
earc	h 👻 Advanced Search 👻 🏾	Franscript S	earch -	Search History 🔫	Folder Replica View	Case Folder	rs 👻 Expo	rts
ent S	earches(5845) Saved Searches(89) So	heduled Searc	ches(2)					
to 10	of 89 results						Actions: 10	✓ < 1 /
to 10 No.	of 89 results Name	Туре	Search Terms				Actions: 10 Actions	▼ < 1,
		Std			0:00:00 GMT End Date : 22 Aug 2017 23	:59:59 BST		× 1 /

_O

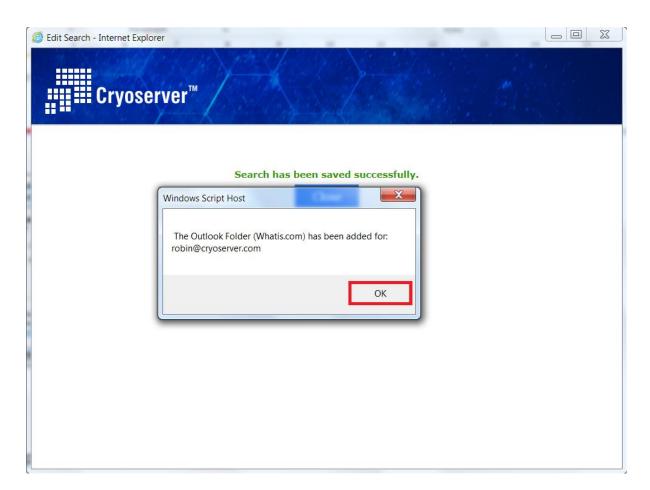
4. Click on the icon called Create Shortcut in Outlook:

- Internet Explorer Cryoserver™	X
Search has been saved successfully.	
Do you want to open or save CreateFolder2946659528541085594.vbs from fcs-wincryo-a ? Open Save	✓ Cancel

5. Click Open:



6. Click Run:



7. In Outlook will appear a folder called: *Whatis.com*.

▲ robin@cryoserver.com
James
Version 9
Whatis.com
CryoCloud Search
Inbox 14422
Drafts [64]
Sent Items

8. Whenever you click on Whatis.com folder shortcut in Outlook, will link to a live search in MxVault:

			Cry	oserver - Search - Outlook					
ile Home Send / Receive	Folder View Add-ins	s Help ESET Adobe PD							
w New ail Items - New Delete	rchive Reply Reply Forwa	Let we have a construction	I 🗸 Done	Move Rules OneNote	Unread/ Categorize Follow Read		Search People Address Book Filter Email - Find Add-ins		
avorites *	Respon		Quick steps	Move States	Tays				
inbox 14427 ient Items Offline Cryoserver	Cryoser	ver™					ome Robin Bingeman robin@cry. o New User Interface Switch Ide		
2	Search 👻	Advanced Search 👻	Transcript Sear	ch 🚽 Search His	tory - Folder	Replica View	Case Folders 👻	Exports	
bin@cryoserver.com	_								
nes rsion 9	Query	Results	View Message Sea	rch Statistics					
natis.com	Date Period:	Six Months 💌							
oCloud Search	Start Date & Time:	22 Feb 2017							
× 14427	End Date & Time:	22 Aug 2017 🏙 23:59							
its [64]	Keywords:								
Items	Parties:	whatis.com							
eted Items 254	From:				11				
tive	To: Attachment Names:					Only	y this recipient		
Virus Vault	Attachment Keywords:								
pfreeze	Automatic Reprinted.	Search Clear							
ted Items [1]		Search	i						
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box	Viewing all 54 re	esults (0 seconds)			[]			_	
Feeds	No. Direction	From / To / Subject					Size	Sent 🔺	10
ne Cryoserver		rom: "WhatIs.com"		To: "robin@cryoserver.com"			29.87 KB	08-Jun-2017 20:01	Or
ch Folders		subject: Word of the Day: single si							
ıps		From: "WhatIs.com" Subject: Word of the Day: human r		To: "robin@cryoserver.com" ytics)			26.84 KB	09-Jun-2017 20:01	
Blogs		From: "WhatIs.com" Subject: Word of the Day: EU Data		To: "robin@cryoserver.com"			28.77 KB	12-Jun-2017 21:31	
line Archive - robin@cr	4 🛆 F	From: "WhatIs.com" Subject: Word of the Day: Wave Ar		To: "robin@cryoserver.com"			27.99 KB	13-Jun-2017 20:01	
		From: "WhatIs.com"		To: "robin@cryoserver.com"			29.59 KB	14-Jun-2017 20:01	
m 24 17 ····									

The aim of this is to minimise the need for users to have to file emails into folders.

Please note: For this functionality to work smoothly, Single Sign On or Remember me needs to be licensed and enabled.

Folder Replication

Search History -

Folder Replica View

Case Folders -

Folder Replica View

- if you can see Folder Replica View, folder replication has been

enabled by your Administrator.

Folder replication replicates users Outlook Folder Structure within the archive. A side panel will appear when the red arrow Folder Replica View is selected, showing a similar folder structure as presented in Outlook. Depending on the synchronisation period set by the Administrator the folder structure maybe out of sync by a short period. Synchronisation period is the frequency of when MxVault archive will connect to users' mailbox and build the current mailbox structure at the time of visit.

		Cryoserver - Folder Replication - Outlook		
File Home Send / Receive		ET Adobe PDF ♀ Tell me what you want to do		
New New Delete	Archive Reply Forward Respond	Stub Esamples To Manager Team Email Done Reply & Delete Cateate New Move Rule OneNote Unread/ Categorize Follow Filter Email Oukk trees G Move Move		
Favorites 4			robin@cryoserver.com Basic (LL	
Inbox 14434				
Sent Items	∷ Cryoserver [™]		rface Switch Identity Settings	
Offline Cryoserver		22 Mar 2015 22 Aug 2017	Update in p	rogress
1	Search - Advanced	Search 👻 Transcript Search 👻 Search History 👻 Folder Replica View 🛛 Case Folders 🕤	 Exports 	
robin@cryoserver.com Iames	▼ Inbox	A Connect Fr3 History Fr3		
ames Version 9		Current [4] History [0]		
/hatis.com	Folder A	Doc From To Subject	Size Ser	nt Ø
ryoCloud Search	Folder B	Ashley Regan <ashley 365="" <robi="" [webinar]<="" best="" bingeman="" email="" for="" migration="" office="" practice="" robin="" td="" to=""><td>59.8 KB 07:46, 01 Sep 201</td><td>16</td></ashley>	59.8 KB 07:46, 01 Sep 201	16
box 14434	Stub Examples	UKFast Accounts <inv <sarah="" from="" healey="" invoice="" latest="" no.1947076<="" sarah="" td="" ukfast="" your=""><td>22.3 KB 12:18, 16 Aug 201</td><td>16 1</td></inv>	22.3 KB 12:18, 16 Aug 201	16 1
older A	Sent Items	IBM PartnerWorld <ec &="" <robi="" accelerate="" all-flash="" announcement.="" appli<="" bingeman="" ibm="" robin="" spectrum="" storwize="" td="" virtualize=""><td>39.6 KB 01:14, 16 Aug 201</td><td>16</td></ec>	39.6 KB 01:14, 16 Aug 201	16
Folder B	Deleted Items	London Midland <info 15%="" <robi="" best="" bingeman="" fares,="" for="" less="" off<="" our="" plus="" robin="" td="" travel="" with=""><td>43.6 KB 09:23, 25 Sep 201</td><td>15</td></info>	43.6 KB 09:23, 25 Sep 201	15
Stub Examples	AVG Virus Vault	e		
rafts [64]	Archive			
ent Items				
eleted Items 254	CryoCloud Search			o ela
rchive	Deepfreeze	Actions: < 1/4 > +	♥ ■ ■ ■ ± □	í 🗠
VG Virus Vault	Infected Items	From: Ashley Regan <ashley.regan@clouddirect.net> To: robin@cryoserver.com</ashley.regan@clouddirect.net>		
eepfreeze	James	Date Sent: 01 September 2016 07:46:11 BST Attachments: (none)		
fected Items [1]	Offline Cryoserver	Subject: Best practice for email migration to Office 365 (WEBINAR)		
ink Email [3421]				
ld	RSS Feeds	html text/plain		
utbox	Sync Issues			
SS Feeds	Version 9			
ffline Cryoserver	Whatis.com	AND A DECEMBER OF A DECEMBER O		
earch Folders	▶ old	Cloud Direct"		
roups	Junk Email			
⊉ £	Archive Folders Version 9.0.0-beta.6 (Running as a Trial)	▼ robin@cryoserver.com as rbingeman / FCS Test	prevented by	
	in the second seco	toongo year talaan a sanganan too too	powored by	-+ 1

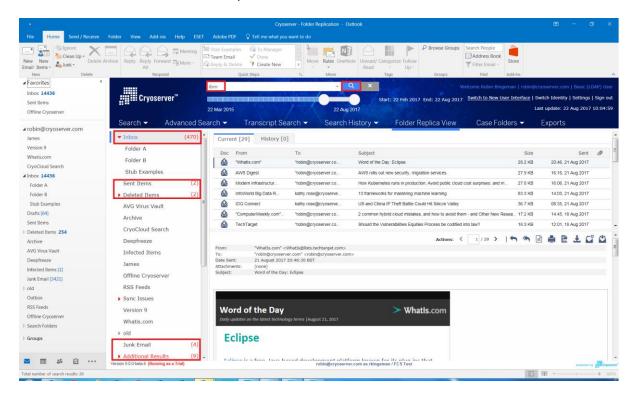
The side panel aims to show a similar folder structure as presented in Outlook. Emails will be shown in a preview pane with the MxVault Actions bar.

If an email is moved from one folder to another, MxVault will update the movement on the next polling synchronisation cycle. Polling cycles are set to either every hour, 12 hours, 24 hours, 48 hours or as defined by the Administrator.

Search within Folder Replica View

In the following example, *ibm* is a keyword search and pressed the search icon.

The results shows 470 emails in the Inbox with the *ibm* term, 2 items in the Sent Items and 2 under Deleted Items, 4 Results in the Junk Email Folder and 9 results in Additional Results. Additional results is where the email can be found in the Archive but there is no record of the email in the Users mailbox from a MxVault Archive perspective. i.e. the email may have been received & deleted from the users mailbox in between synchronisations.



User Bulk Mail Items Restore

Users are now able to restore multiple items in bulk from a search. Clicking on the restore to mailbox icon allows users to restore bulk of emails at one time. A pop-up will appear allowing users to restore the emails to either their Inbox or Sent Items.

	Cryose	rver™					ne Robin Bingeman robin@cry <u>New User Interface</u> Switch Ide	
Search	ו ד	Advanced Search 👻	Transcript	Search 🗸	Search History 👻	Folder Replica View	Case Folders 🔻	Exports
Qu	iery	Results	View Message	Search Statis	tics			
	-	results (1.39 seconds) From / To / Subject			Actions: 100	< 1/1 > 🛓 📸 ↓8	None 🔽 🚔 🖾	Sent 🔺 🖉
1		From: "WhatIs.com" Subject: Word of the Day: single	sign-on (SSO).	To: "robin@o	cryoserver.com"		29.87 KB	08-Jun-2017 20:01
2		From: "WhatIs.com" Subject: Word of the Day: humar	n resources analytics (ta		cryoserver.com"		26.84 KB	09-Jun-2017 20:01
3		From: "WhatIs.com" Subject: Word of the Day: EU Da	ta Protection Directive	To: "robin@o	cryoserver.com"		28.77 KB	12-Jun-2017 21:31
4 □		From: "WhatIs.com" Subject: Word of the Day: Wave	Analytics	To: "robin@o	cryoserver.com"		27.99 KB	13-Jun-2017 20:01

If a user has selected, via the checkboxes on the left, certain items on the result list then only those items or the inverse of those can be restored.

User Id:	robin@cryoserver.com	
Password:	••••	
	🗌 Remember Me	
Import To Folder:	Inbox 🗸	
Import Mail:	● All (54) ○ Selected ○ U	nselected
	Start Import	Close

Please note: Administrators will define whether the restore is either done via IMAP or EWS.

Export

	Cryose	rver™			Switch to	New User Interface Switch Ide	ntity Help Settings Sig
arc	:h v	Advanced Search - Transcrip	ot Search 👻 Se	arch History 🔫	Folder Replica View	Case Folders 🔫	Exports
Q	uery	Results View Message	Search Statistics				
ewir No.	-	results (1.39 seconds) From / To / Subject		Actions: 100	< 1/1 > 上 ■ ↓	None 🔽 🛔 🖾	Sent 🔺 🕜
1		From: "WhatIs.com" Subject: Word of the Day: single sign-on (SSO).	To: "robin@cryoser	ver.com"		29.87 KB	08-Jun-2017 20:01
2		From: "WhatIs.com" Subject: Word of the Day: human resources analytics (To: "robin@cryoser talent analytics)	ver.com"		26.84 KB	09-Jun-2017 20:01
3		From: "WhatIs.com" Subject: Word of the Day: EU Data Protection Directive	To: "robin@cryoser	ver.com"		28.77 KB	12-Jun-2017 21:31
4		From: "WhatIs.com" Subject: Word of the Day: Wave Analytics	To: "robin@cryoser	ver.com"		27.99 KB	13-Jun-2017 20:01

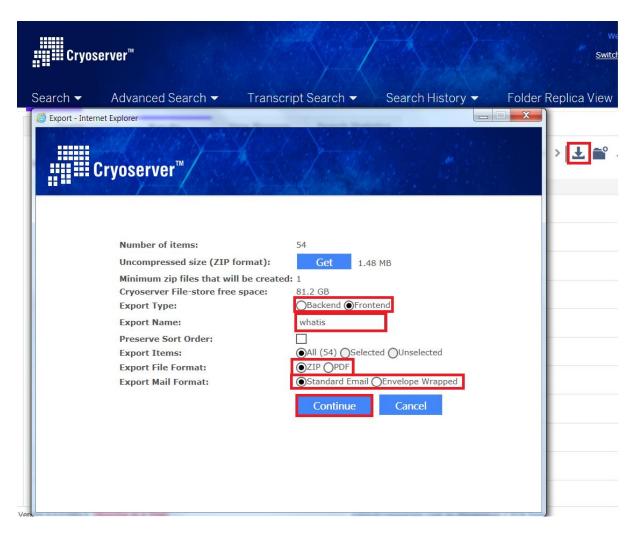
Basic and Privileged users can Bulk Export

emails in three different formats:

- Standard Email format limited information is exported in reference to the header information
- Enveloped Wrapped
 full header information is exported including expanded distribution lists
- PDFs exporting the emails into a long pdf with each email one after the other in a pdf file.

Export Type:

- Backend Backend exports can be completed much faster (x30 times faster) and should be used if exports are large, i.e. over 100MB
- Frontend Frontend exports are reliant / limited on download speeds via the web browser and can be slow. Frontend exports should only be used if exports are a few MBs in size.



Preserve Sort Order: Maintain the order of the export to the order on the results list in the MxVault UI.

Using the MxVault PSTCreator, you can convert the zip files containing the .EMLs into a PST format. Requires the MxVault PSTCreator module to be licensed & used.

Settings (Preferences)

Welcome Robin Bingeman robin@cryoserver.com	Basic (LI	DAP) User	
Switch to New User Interface Switch Identity Help	Settings	Sign out	- Settings icon.

You can now include / exclude additional alias email addresses.

Search 🕶	Advanced Search 👻	Transcript Search 🔻	Search History 🗸	Fc

My Preferences

Personal Information

Primary email address: robin@cryoserver.com Image: All / None Secondary email addresses: robin.bingeman@fcs.cryoserver.com Image: All / None robin.bingeman@cryoserver.com Image: All / None imard@cryoserver.com Image: All / None			Searchable
robin@cryoserver.com Image: cryoserver.com ribingeman@cryoserver.com Image: cryoserver.com robin.bingeman@cryoserver.com Image: cryoserver.com Additional addresses: 442071839920@cryosim.com Additional addresses: 442071839920@cryosim.com andrea.barnett@guildford.gov.uk Image: cryoserver.com iward@cryoserver.com Image: cryoserver.com iward@cryoserver.com Image: cryoserver.com inik@@cryoserver.com Image: cryoserver.com nick@cryoserver.com Image: cryoserver.com robin.bingeman Image: cryoserver.com robin.bingeman@forensiccs.com Image: cryoserver.com sarah@cryoserver.com Image: cryoserver.com sarah@cryoserver.com Image: cryoserver.com	Primary email address:	robin@cryoserver.com	\checkmark
rbingeman@cryoserver.com Image: rbingeman@forensiccs.com robin.bingeman@cryoserver.com Image: rbingeman@cryoserver.com Additional addresses: 442071839920@cryosim.com andrea.barnett@guildford.gov.uk Image: rbingeman@cryoserver.com iwar@cryoserver.com Image: rbingeman@cryoserver.com iwar@cryoserver.com Image: rbingeman@cryoserver.com james@cryoserver.com Image: rbingeman@forensiccs.com rbingeman@forensiccs.com Image: rbingeman@forensiccs.com rbingeman@forensiccs.com Image: rbingeman@forensiccs.com robinbingeman@forensiccs.com Image: rbingeman@forensiccs.com sarah@cryoserver.com Image: rbingeman@forensiccs.com sarah@cryoserver.com Image: rbingeman@forensiccs.com sarah@cryoserver.com Image: rbingeman@forensiccs.com sarah@cryoserver.com Image: rbingeman@forensiccs.com sarah	Secondary email addresses:	robin.bingeman@fcs.cryoserver.com	All / None
rbingeman@cryoserver.com Image: robin.bingeman@cryoserver.com robin.bingeman@cryoserver.com Image: robin.bingeman@cryoserver.com Additional addresses: 442071839920@cryosim.com andrea.barnett@guildford.gov.uk Image: robin.bingeman@cryoserver.com iklum@cryoserver.com Image: robin.bingeman@cryoserver.com helpdesk@cryoserver.com Image: robin.bingeman@cryoserver.com james@cryoserver.com Image: robin.bingeman@forensiccs.com robin.bingeman@forensiccs.com Image: robin.bingeman@forensiccs.com robin.bingeman@cryoserver.com Image: robin.bingeman@forensiccs.com robin.bingeman@cryoserver.com Image: robin.bingeman@forensiccs.com robin.bingeman@forensiccs.com Image: robin.bingeman@forensiccs.com robin.bingeman@forensiccs.com Image: robin.bingeman@forensiccs.com robin.bingeman@forensiccs.com Image: robin.bingeman@forensiccs.com robin.bingeman@fore.cryoserver.com Image: robinbingeman@fore.cryoserver.com scornish@cryoserver.com Image: robinbingeman@fore.cryoserver.com scornish@cryoserver.com Image: robinbingeman@fore.cryoserver.com scornish@cryoserver.com Image: robinbingeman@fore.cryoserver.com scornish@cryoserver.com Image: robinbingeman@fore.cryoserver.com		robin@cryoserver.com	✓
Additional addresses: robin.bingeman@cryoserver.com Image: All / None Additional addresses: 442071839920@cryosim.com All / None andrea.barnett@guildford.gov.uk Image: All / None ciklum@cryoserver.com Image: All / None helpdesk@cryoserver.com Image: All / None iward@cryoserver.com Image: All / None iblingeman@forensiccs.com Image: All / None ivad@cryoserver.com Image: All / None		rbingeman@cryoserver.com	
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helpdesk@cryoserver.com		andrea.barnett@guildford.gov.uk	
iward@cryoserver.com		ciklum@cryoserver.com	
james@cryoserver.com		helpdesk@cryoserver.com	\Box
mike@cryoserver.com		iward@cryoserver.com	
nick@cryoserver.com		james@cryoserver.com	
rbingeman		mike@cryoserver.com	
rbingeman@forensiccs.com		nick@cryoserver.com	
robin bingeman		rbingeman	
robinbingeman@corporateinternet.com		rbingeman@forensiccs.com	
robinbingeman@fcs.cryoserver.com		robin bingeman	
sarah@cryoserver.com scornish@cryoserver.com steve@cryoserver.com tom@cryoserver.com		robinbingeman@corporateinternet.com	
scornish@cryoserver.com steve@cryoserver.com tom@cryoserver.com		robinbingeman@fcs.cryoserver.com	
steve@cryoserver.com		sarah@cryoserver.com	
tom@cryoserver.com		scornish@cryoserver.com	
		steve@cryoserver.com	
Last Login Date: 22 Aug 2017 09:52:00		tom@cryoserver.com	
	Last Login Date:	22 Aug 2017 09:52:00	

Further down the page are a variety of different Settings which aims to personalise the user experience.

When results are returned you can have

- No message summary,
- Short Message summary 300 characters
- Long Message Summary 600 characters

Message Summary Setting

Message Summary:	Oefault	(Use company level setting: Short)
	🔘 No	(No message summary)
	◯ Short	(Max 300 characters)
	🔵 Long	(Max 600 characters)
	Save	

Delegated Access Account

Delegate Access enables users to switch to another users mailbox. Delegation can be controlled by the user or via the Administration Area.

MxVault empowers the end user to be able to share their own mailbox your email archive whilst you are away on holiday/maternity/paternity leave the following steps. To add a link press Add Link under the preferences area of the MxVault system:

Delegate access to your account to other users?
Add Delegate
Current Links:
jclayton (james.clayton@cryoserver.com) Remove Edit
Start Date & Time:
Exclude Addresses:
Delegate Type: Switch-To & Stub Link Access 🗸
(This is an external account, your password cannot be changed here.)

Enter the Primary Email address of the user into MxVault so that they are able to Switch to your Account.

Delegated /	Access			
Delegate access	to your account to other users?			
Enter Address:	mbeedell@cryoserver.com	Add	Cancel	

Once the Delegate has been added, you can define a windows of Access:

Current Links:					
jclayton (james.clayton@cryo	server.com) Remove	Edit			
Start Date & Time:		End Date & Time:		Disable Access on:	
Exclude Addresses:					
Delegate Type:	Switch-To & Stub Link Access	~			
Delegate Type.	Switch To & Stub Link Access	×			
Current Links:		Save			
Current Links:			2017 🎬 23:59	Disable Access on: 1 Sep 2017	
Current Links:	er.com) Remove	Save	2017 🏙 23:59	Disable Access on: 1 Sep 2017	

mbeedell user has been given delegate access to the users mailbox and is limited to seeing emails between 1st August 2017 through to 31st August 2017. The Account Link will be disabled on 1st September 2017. Additionally, you can Exclude Addresses, in the example above they are not able to see *accounts@cryoserver.com*

				Welcome Merlin Beedell m	beedell@cryoserver.com Basic (LDAP) User
Cryos	server™			Switch to New User Interface	Switch Identity Help Settings Sign out
Search 🚽	Advanced Search	n Transcript Search 🗸	Search History 🗸	Folder Replica V	mbeedell_priv (Privileged) mbeedell_admin (Administrator) mbeedell_basic (Basic) testinchrome (Basic) com (Group) rbingeman (LDAP)
Date Period:	Six Months V				Switch Cancel
Start Date & Time	: 25 Feb 2017 🏙 00	:00			Switch
End Date & Time:	25 Aug 2017 🗰 23				
Keywords:					
Parties:					
From:				▲ ≣	
To:				1	Only this recipient
Attachment Names:					
Attachment Keyword	ds:				
	Search CI	lear			
Version 9.0.0-beta.7	(Running as a Trial)	mbeedell@cryoserv	er.com as mbeedell / FCS	Test	powered by Unit Crysserver

mbeedell user can now Switch to this account:

To remove the delegate link select Remove next to the user.

Delegated Access					
Delegate access to your account t	to other users?				
Current Links:					
jclayton (james.clayton@cryoser\	ver.com) Remove	Edit			
Start Date & Time:	**	End Date & Time:	**	Disable Access on:	
Exclude Addresses:					
Delegate Type:	Switch-To & Stub Link Access	~			
Current Links:					
mbeedell (mbeedell@cryoserver.d	com Remove	Edit			
Start Date & Time:		End Date & Time:	*	Disable Access on:	Ê
Exclude Addresses:					
Delegate Type:	Switch-To & Stub Link Access	~			

			Cryoserver - Outlook						
File Home Send / Receive	Folder View Add-ins	ESET Adobe PDF 🖓 T	ell me what you want to do						
ew New nail Items - New Delete	Archive Reply Reply Forwa		✓ Done	ve Rules OneNote	Unread/ Categorize Follow Read - Up - Tags	P Browse Groups	Search People	Store	
Favorites 4		Search term: From - whatis	Quick Steps	Move		Groups	Tilla	Add III3	
nbox 14762	Cryoserver™	Start: 17 Feb 2017 End: 17 Aug 2017 47 results found (0.43 seconds)			17 Mar 2015		17 17	Six M Aug 2017	
Gent Items	Doc From	То	Subject			Size		Sent 🗍)
Offline Cryoserver	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: unicorn			22.8 KB		Aug 2017	
	WhatIs.com*	"robin@cryoserver.com"	Word of the Day: superposition			23.9 KB		Aug 2017	
obin@cryoserver.com	Whatis.com"	Robin Bingemen "robin@cryoserver.com"	Word of the Day: CompTIA (Computin Word of the Day: engine	g Technology Industry Associatio	n)	28.1 KB 23.7 KB		Aug 2017 Aug 2017	
mes	×	"robin@cryoserver.com"	Word of the Day: engine Word of the Day: managed service pro	vider (MSP)		23.7 KB		Aug 2017 Aug 2017	
ersion 9	Whatis.com*	"robin@cryoserver.com"	Word of the Day: supply chain sustain			22.6 KB		Aug 2017	
voCloud Search	Whatis.com"	"robin@cryoserver.com"	Word of the Day: Schrodinger's cat			24.9 KB		Aug 2017	
box 14762	Whatis.com"	"robin@cryoserver.com"	WhatIs > Word of the day			22.2 KB	20:16, 04	Aug 2017	
rafts [63]	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: system administrator	(sysadmin)		24.2 KB	20:01. 03	Aug 2017	
	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: dynamic link library (DLL)		22.4 KB	20:01.02	Aug 2017	
ent Items	Whatls.com*	"robin@cryoserver.com"	Word of the Day: omdiet			26.2 KB		Aug 2017	
eleted Items 261	Whatis.com"	"robin@cryoserver.com"	Word of the Day: precision agriculture			23.1 KB		1 Jul 2017	
chive	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: visual analytics			22.3 KB		8 Jul 2017	
/G Virus Vault	WhatIs.com"	"robin@cryoserver.com"	Word of the Day: chief data officer (CD	0)		22.8 KB		7 Jul 2017 6 Jul 2017	
eepfreeze	WhatIs.com*	"robin@cryoserver.com" "robin@cryoserver.com"	Word of the Day: Node.js Word of the Day: algorithmic transpare	201		22.2 KB 23.2 KB		5 Jul 2017	
fected Items [1]	× ••••••	Tooling of your reliability	find of the cay, agoin the transpare				ns: < > <		
nk Email [3402]						Action	is: \		
	Word of the Day: unic	orn							
d	"WhatIs.com"						Se	nt: Tue 15/08	8/201
utbox	To: "robin@cryoserver.com"								
SS Feeds									
ffline Cryoserver	Word of the Day		> WhatIs.com						
earch Folders	Daily updates on the latest technology	r terms August 15, 2017							
roups	unicorn								
<u> </u>	A unicorn, in an investme	ent context, is a tech startup that	t is assessed at a						
al number of search results: 47							EE		+

Preview Pane View Search Interface (aka Outlook Settings)

2/3rd of the way down the Settings Page is a Section called Outlook Settings.

Outlook Settings	
Search Results Page Size: Default Date Range: Apply home page redirection from outlook: Apply redirection for saved search outlook folders?	100 Six Months Yes No Default Yes No Default
	Save
	Forget Login

- Search Results Page Size how many results to be shown per page (20/50/100/300/500) messages. Please note: The larger the number the slower the results take to display on screen.
- Default Date Range pre-defined date range each time you access the User Interface. (Today/One Week/Two Weeks/One Month/6 Months/1 Year/2 Years/Any Date)
- Apply home page redirection from Outlook *applicable for non-English interfaces*
- Apply redirection for saved search outlook folders

iPhone / iPad access

			Results	Log Ou
Start a new search		Total 31 item found	Q Type Keyword	Find
Quick Date	Six Months	PizzaExpress More presents waiting for you		14 Dec 2011
From 14 Der	2011 00:00	PizzaExpress Our weekend 3 course special - treat	t yourself PizzaExpress style	09 Mar 2012
To 14 Jur	2012 23:59	PizzaExpress Treat mum with a free chocolate this	Mother's Day	12 Mar 2012
Keywords	Optional	PizzaExpress Friday and Saturday 3 course specia	é - up to 35% off	16 Mar 2012
Parties	Optional	PizzaExpress Up to 35% off - with our weekend 3 -	course special	23 Mar 2012
From	pizza*	PizzaExpress Robin, your perfect London Easter		31 Mar 2012
To	Optional	PizzaExpress It's the weekand - enjoy 3 cou	rses for £12.95	26 Apr 2012
Att Name	Optional	PizzaExpress Brighten up the start of your week wi	th 2 for 68163-12	29 Apr 2012
Att Keywords	Optional	PizzaExpress Robin, your special £:10 meal d		14 May 2012
		PizzaExpress Hooray, It&P039s the weekend + Las	wrence and Freddle are home	18 May 2012
		PizzaExpress Don'1 let Mondays be miserable	e - pizza for &//163,6	21 May 2012
Search Clear	Savo Recall	1	Prof. Heat Page 1 of	1 Cryssener



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With the Mobile Access Module installed on the MxVault system. *Licensed separately.*

Users can download from the App store an App to access the MxVault system.

The App enables for users (LDAP & Privileged) to be able to search the MxVault repository.

To view the emails from the results.

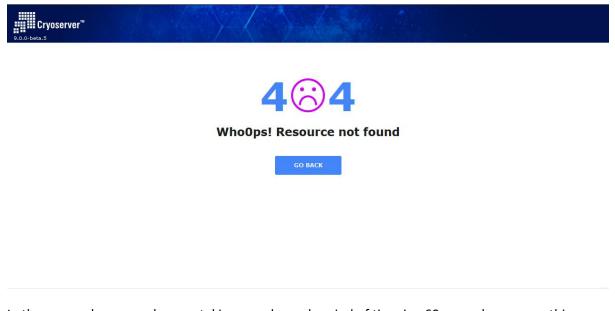
To reply to results from the App.

Please note: The App uses the local iPad/iPhone Mail Client to send emails from. So if you use the Mail client for personal and work purposes please choose the from address as appropriate.

We also provide Apps for Android, Windows and Blackberry v10+

Troubleshooting

On rare occasions you may receive an error page. The system automatically tracks errors. To return back to the previous screen press Go Back button which will return you back to the previous screen. Here is an example.



In the cases where searches are taking a prolonged period of time i.e. 60 seconds or more, this would suggest the results being collated are many thousands/millions. We would recommend terminating the search by pressing x in the top right hand corner of the screen. This will force a cancellation to the search. We would recommend refining the search to produce a modest amount of results.

201611 | Results: 0 | Time: 20 ms 201701 | Results: 0 | Time: 20 ms 201611 | Results: 0 | Time: 30 ms 201703 | Results: 0 | Time: 10 ms 201702 | Results: 0 | Time: 210 ms 201706 | Results: 0 | Time: 650 ms 201706 | Results: 0 | Time: 970 ms

11

X

Conclusion

We would like to thank you for reading this guide and using MxVault.

MxVault is constantly evolving around customer requests. To submit your own enhancement requests please email support@globalmicro.co.za and we will be happy to review requests and plan ideas into roadmap developments.